

Please Return To:

EMPLOYEE TIME SHEET

PLEASE PRINT

I am a sub (check box)

SF Job No. \_\_\_\_\_

ID Number \_\_\_\_\_ (Mandatory) Job Title \_\_\_\_\_ Location \_\_\_\_\_

Name (Last,First) \_\_\_\_\_ Rate \_\_\_\_\_ Pay Period Ending \_\_\_\_\_

Table with columns for WEEK ONE and WEEK TWO, including days of the week (SUN-SAT) and rows for Date, Regular Scheduled Hours Worked, Add'l Hours, Absent Hours, Reason Code, and TOTAL HOURS PAID.

(Week One Total Hours + Week Two Total Hours =) PAY PERIOD TOTAL HOURS

\*NOTES / Explain Add'l Hours \_\_\_\_\_ Budget Code \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

REASON CODES

Table listing various reasons for absence with corresponding codes, such as Illness - Personal/Medical Appointment (312), Holiday (210), Leave Without Pay (380), etc.

PAYROLL USE ONLY