



TOURO COLLEGE

Employee Hourly Timesheet (other than maintenance employees)

Name _____

Department _____

Pay period (from/to): _____

Business Unit _____

Days	Date	Time In	Time Out	Time In	Time Out	Total Hours
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Days	Date	Time In	Time Out	Time In	Time Out	Total Hours
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Must take 1/2 hour for lunch after a shift of 6 or more hours.

Must be filled out accurately or will not be processed

Employee name

Employee signature

Supervisor's name

Supervisor's signature

I certify that the hours shown above are correct, the total accurate, and there are sufficient funds in my budget to pay this expenditure.