



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.