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**TEMPORARY TIMESHEET**

For the pay period beginning  1, 20   through 31, 20

Name      ,       ID Number

Department       Normal Work Week       hours

Please record the total number of hours you work or take as sick and safe time daily. Timesheets are due in the Office of People and Culture on the 16th day of each month. Reports must be signed by the employee and the supervisor.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Regular Hours | Sick and Safe Time | Total Hours |
| 16 |  |  |  |
| 17 |  |  |  |
| 18 |  |  |  |
| 19 |  |  |  |
| 20 |  |  |  |
| 21 |  |  |  |
| 22 |  |  |  |
| 23 |  |  |  |
| 24 |  |  |  |
| 25 |  |  |  |
| 26 |  |  |  |
| 27 |  |  |  |
| 28 |  |  |  |
| 29 |  |  |  |
| 30 |  |  |  |
| 31 |  |  |  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| Total  |  |  |  |

Signature of Employee Date

Signature of Supervisor Date

**OFFICE OF PEOPLE AND CULTURE USE ONLY**

**+ @ 1.5x + @ 1x Processed By**