



Time Sheet and Payroll Adjustment Record

Must be Submitted to Payroll Weekly

***Failure to submit this timesheet weekly,
on or before the pay period deadline may result in a delay in receiving pay.***

Employee ID REQUIRED	Last Name	First Name	Location	Position Worked
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Record hours to the nearest Quarter Hour (.25)

15 min = .25
30 min = .50

45 min = .75
60 min = 1.00

Date	Activity Performed	Regular Hours	Overtime Hours	Date	Activity Performed	Regular Hours	Overtime Hours
				Total Hours - - - - -			

PAYROLL ADJUSTMENTS (Shift Difference, Rate Difference):

Date	Description of Adjustments	Hours	Rate	Total Addition	Total Deduction
					()
					()
					()

I certify that the above is an accurate record of time worked and adjustments during the period indicated.

Authorization: I hereby approve the hours and payroll adjustments indicated above for payment.

Employee Signature

Date

Supervisor Signature/ Budget Authority

Date

RECAPITULATION

Hours	Account Code	Regular Rate @ \$	Overtime Rate @ \$	Approved Charges

Timecard salary adjustment-----

\$