Time Sheet and Payroll Adjustment Record

*Time sheets must be submitted to Payroll at the end of each pay period.*

**Failure to submit this timesheet monthly may result in a delay in receiving pay.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | thru |  |
| **Employee ID *REQUIRED*** | **Last Name** | **First Name** | **Location No.** | Payroll Period | | |

*Record hours to the nearest Quarter Hour (.25)*

15 min = .25 45 min = .75

30 min = .50 60 min = 1.00

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Activity Performed | Regular  Hours | | Overtime  Hours | Date | Duties 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 | | | | | | | | | | | | | |
|  |  |  | |  | | Regular | | |  | Overtime |  |  | |
| Hours |  | Account Code | |  | | @ $ | | |  | @ $ |  | ( ) | |
|  |  |  | |  | |  | | |  |  |  |  | |
|  |  |  | |  | |  | | |  |  |  |  | |
|  |  |  | |  | |  | | |  |  |  |  | |
|  |  |  | |  | |  | | |  |  |  |  | |
|  |  |  | |  | |  | | |  |  |  |  | |
|  |  |  | |  | |  | | |  |  |  |  | |
| **Gross monthly salary- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -** | | | | | | | | | | |  | **$** | |