

Time Sheet and Payroll Adjustment Record

Must be Submitted to Payroll Monthly

Failure to submit this timesheet <u>monthly</u> may result in a delay in receiving pay.

Employee ID REQUIRED	Last Nam	ie	First N	ame	Location No.			
		Record 15 min 30 min	d hours to t = .25 = .50	the nearest 5) 6	Quarter Hour (. 15 min = 60 min =	<mark>25)</mark> .75 1.00		
Date	Activity Performed	Regular Hours	Overtim Hours		ate Activi	ty Performed	Regular Hours	Overtime Hours
				To	otal Hours			
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