

Time Sheet and Payroll Adjustment Record

Must be Submitted to Payroll Weekly

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

Employee ID Las <u>REQUIRED</u>		me	First Name		L	ocation	Position Worked		
Record hours	to the nearest Quarter		15 min = 30 min =		5 min = .75 0 min = 1.00				
Date	Activity Performed	Regular Hours	Overtime Hours		Date	Activity	Performed	Regular Hours	Overtim Hours
					Total	Hours			
YROLL A.I Date	DJUSTMENTS (Sh Description	ift Differen n of Adjustm		e Diffe ı Hou		e Tot	al Addition	n Tota	l Deductio
								(
								(
	ne above is an accurat djustments during the			Aut	chorization:		pprove the ho above for pay	ours and payro ment.	oll adjustmei
Employee Signature			Date	Supervisor Signature/ Budget				ıthority	Date
Hours	Accou	nt Code	RE		JLATION ar Rate	Overti @\$	me Rate	Appro	ved Charg

Rev 08/19 5.01a

Timecard salary adjustment-----

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