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**

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	Activity Performed	Regular Hours	Overtime Hours
				Total Hours - - - - - - - -		0.00	0.00

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- - - - - - - -