



# Timesheet for Part-Time Employees

Pay Period \_\_\_\_\_  
 Name \_\_\_\_\_  
 XID \_\_\_\_\_  
 Supervisor \_\_\_\_\_

Reason for Paper Timesheet:	
	Missed LOIS Deadline
	Prior Period Correction
	Other

Pay periods run from the 1st - 15th, and the 16th - last day of the month (30th, 31st)

Enter time in quarter-hour increments (0.25, 0.50, 0.75)

Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekly Hours:
Date:								
Time In:								
Time Out:								
Time In:								
Time Out:								
Hours Worked:								

Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekly Hours:
Date:								
Time In:								
Time Out:								
Time In:								
Time Out:								
Hours Worked:								

Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekly Hours:
Date:								
Time In:								
Time Out:								
Time In:								
Time Out:								
Hours Worked:								

Total Hours Worked for Pay Period:

I certify that I have worked the above hours.

I certify that this employee worked the above hours.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor Signature Date

Comments: