

TIME SHEET FOR NONEXEMPT PART TIME EMPLOYEES AND STUDENTS

Please forward the completed form to Payroll in St. Mary's Room 413, +1663

Employee Name	
Employee ID #	
Pay Period	
Dept. Account #	

Earnings Type	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th		Total Used
Regular Pay																	0
Total Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
Earnings Type	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st	Total Used
Regular Pay																	0
Total Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Employee Signature Date

Supervisor Signature - **MANDATORY** Date

Supervisor Print Name - **MANDATORY**

VP/Dean Signature - **MANDATORY** Date

VP/Dean Print Name - **MANDATORY**