



SEMIMONTHLY REPORT OF HOURS

** PLEASE REFER TO THE TIMESHEET SUBMISSION CALENDAR TO AVOID DELAYS IN PROCESSING & PAYMENT*

** FOR HOURLY PAID EMPLOYEES - DO NOT INCLUDE YOUR LUNCH BREAK IN HOURS WORKED
FOR DAILY PAID EMPLOYEES - ENTER 1/2 OR WHOLE DAYS, NOT BOTH*

** PLEASE USE INK TO COMPLETE THIS FORM*

EMPLOYEE NAME:

EMPLOYEE LOCATION:

PAYROLL DATE:

PAYROLL PERIOD:

	MON	TUES	WED	THUR	FRI	SAT	SUN	HOURS FOR WEEK
DATE								
HOURS OR DAYS								
DATE								
HOURS OR DAYS								
DATE								
HOURS OR DAYS								
TOTAL HOURS OR DAYS FOR PAY PERIOD								

BUDGET CODE (ends in 154, 162, 164):

DATE:

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

For Payroll Use Only: