

Legal Name							Datatel ID #		
PLEASE PRINT		Last		st	Initial		•		
School/Unit				Budget Number			Hours	Rate	
Assignment/Class					Bu	uget ivi	ullibei	Hours	Rate
Substitute For									
(Absence Fo	rm must be attached	d or on file in Personnel					•	TOTAI	_
(PLEASE CH	HECK MONTH)	YEAR:							
C Jan		C Mar C May				Jul	C s	Son	C Nov
© Feb		C Apr		O Jun		C Aug		Oct Dec	
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DATE	IN	OUT	IN	OUT	HRS WO	RKED		REMARKS:	
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DO NOT USE RED INK Timesheets are due in Human Resources on the last working day of every month CERFITICATION: We the undersigned cerityf that all entries are true and correct, and that lu						SIGNATURES: Timesheets which have not been signed by both employee AND supervisor will be returned for signatures. unch/dinner breaks are not included as hours worked (You may be held liable for			
				incorrect en					
Employee Signature Date					Supe	rvisor S	ignature	Da	ate