



CLASSIFIED HOURLY / STUDENT TIME SHEET

Legal Name Last First Initial

PLEASE PRINT Datatel ID Number

School / Unit Type of Service

PLEASE CHECK MONTH: 20 _____

- JAN APR JUL OCT
FEB MAY AUG NOV
MAR JUN SEP DEC

Table with columns: DATE, IN, OUT, IN, OUT, HRS WORKED, REMARKS. Rows 1-31.

TOTAL HOURS WORKED:
TOTAL DAYS WORKED:

CERTIFICATION: We the undersigned certify that all entries are true and correct, and that lunch/dinner breaks are not included as hours worked (You may be held liable for incorrect entries).

Table with columns: Budget Number, Hours, Rate

TIME SHEETS ARE DUE in the PAYROLL OFFICE on the last working day of every month.

DO NOT USE RED INK.

SIGNATURES: Time sheets which have not been signed by both employee AND supervisor will be returned for signatures.

Employee Signature Date Supervisor Signature Date