

## **Payroll Time Record**

			7				
Employee N		Emp/Stu ID:					
Dept #			Manager Name:				
Day	Date	Time In	Lunch	Time Out	Total Daily Hrs		
MONDAY	1 1				,		
TUESDAY	<del></del>						
WEDNESDAY	1 1						
THURSDAY	1 1						
FRIDAY	1 1						
SATURDAY	1 1						
SUNDAY	1 1						
TOTAL WEEKLY HOURS							
			TOTAL W	EEKLY HOURS			
Day	Date	Time In	TOTAL W	Time Out	Total Daily Hrs		
Day MONDAY	Date / /	Time In			Total Daily Hrs		
	Date / / / /	Time In			Total Daily Hrs		
MONDAY	Date / / / /	Time In			Total Daily Hrs		
MONDAY TUESDAY	Date / / / / / / / /	Time In			Total Daily Hrs		
MONDAY TUESDAY WEDNESDAY	Date / / / / / / / / / /	Time In			Total Daily Hrs		
MONDAY TUESDAY WEDNESDAY THURSDAY	Date	Time In			Total Daily Hrs		
MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY	Date	Time In			Total Daily Hrs		
MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY		Time In	Lunch		Total Daily Hrs		
MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY		Time In	Lunch	Time Out	Total Daily Hrs		

All payroll time records must be received by Monday morning of the requested pay week. Incomplete or unsigned forms cannot be processed.

Employee Signature:	Date:	
Manager Signature:	Date:	