# Timesheet - Biweekly Temporary Employees

**Employee ID**  
**Box #**  
**Department**  
**Invoice Contact**  
**Time Sheet Due Date**  
**Pay Period**  
**Payday**  

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<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Weds</th>
<th>Thurs</th>
<th>Fri</th>
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**Daily Total**  
**Weekly Total**  

**Department Code (OUC)**  
**Account Code**  
**Hourly Rate**  
**Project Number**  
**Work Against Position Number**  

**SIGNATURES**

Have you worked for any other University department or State government agency during this pay period?  
☐ Yes  
☐ No  

I certify that all hours/flat rate amounts have been recorded accurately.

**Supervisor's Signature**  
**Date**  
**Employee's Signature**  
**Date**

Records must be maintained in the department for four years. Do not forward to Payroll. Reproduce as needed. Please make any necessary corrections or changes.  
1. All partial hours worked must be rounded off to the closest 1/4 hour. For example, 8 hours 10 minutes = 8:25 not $1. Similarly, 8 hours 5 minutes = 8:00 not 8:05  
2. Do not send your time-sheet by campus mail.  
3. Use black or blue ink to complete your time-sheet. Time-sheets completed by pencil are unacceptable.  
4. Time-sheets must be signed by you and your supervisor.  
5. Time-sheets with missing signatures will not be processed. You must submit original time-sheets as copies will not be accepted.  
6. Any and all errors, scratchouts, etc. must be corrected and initialed by both you and your supervisor.  

For example: If you make two errors, both errors must be corrected and initialed by you and your supervisor.  

Revised: 07/30/2008  
Questions? Contact HRIM at (919) 515-7929