



EMPLOYEE TIMESHEET

ABSENCES

[illegible]

ADDITIONAL TIME

Date	# Hours Worked	Description of Extra Time and/or Employee Subbed For	Program to Charge / Acct Code	Admin Auth Init
TOTAL				

Employee Signature: _____ Date: ____/____/____

Supervisor Signature: _____ Date: ____/____/____

NOTE: My signature certifies that the information on this timesheet is accurate and correct

Pay Code	Account Code	\$Rate	Hours
TEX3		\$	
TSST5		\$	
TEX3			
TSST5			

Entered:

Timesheets for all staff are from the first of the month to the end of the month. Submit to payroll by the 3rd working day of the following month.

Revised 07/18/2024