

Hobart and William Smith Colleges

Part Time Hourly Time Sheet

Timesheet is due by 9:00 AM on the alternate Friday of pay week, no exceptions can be made.

Name: _____

Campus Wide ID Number: _____

Position: _____

Department Name: _____

Other Information: _____

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Week 1 Total
Date (mm/dd)								
Hours								

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Week 2 Total
Date (mm/dd)								
Hours								

Grand Total

Certified to be correct: _____
Employee's Signature

Date: _____

Approved: _____
Supervisor's Signature

Date: _____