

Hobart and William Smith Colleges Security Hourly Time Sheet

Timesheet is due by 1:00 pm on the alternate Thursday of pay week, no exceptions will be made.

Name: _____ Dept: _____

Date: _____ Position: _____

The following is a true statement of hours worked during the payroll period ending Wednesday,
_____, 2008

	Date	Hours Worked	Holiday	Vacation	Sick	Personal	Doctor/ Dentist	Other	Total Reg. Hours	Total OT Hours	Office Use
	Thursday										
	Friday										
	Saturday										
	Sunday										
	Monday										
	Tuesday										
	Wednesday										
	1st Week Totals										
	Thursday										
	Friday										
	Saturday										
	Sunday										
	Monday										
	Tuesday										
	Wednesday										
	2nd Week Totals										
	Totals Both Weeks										

Certified to be correct:

_____ Date

Employee's Signature

Approved:

_____ Date

Supervisor's Signature