Idaho State University
EMPLOYEE TIME SHEET

PAY PERIOD

	Month	Day	Year
From			
Thru			

DIRECTIONS: Record the hours for each work day on the appropriate line. The total for each work day cannot exceed eight hours. See below for overtime and compensatory time. Complete form by totaling hours in the "Daily Total " column and the "Total Hours" column.

NAME

SOCIAL SECURITY #

DEPARTMENT

DAY														TOTALS	
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
														0.0	REGULAR TIME
														0.0	SICK LEAVE USED
														0.0	VACATION LEAVE USED
														0.0	COMP TIME USED
														0.0	OTHER ABSENCES
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	DAILY TOTAL

EXPLAIN ALL "OTHER ABSENCES" ABOVE. (Example: Holiday, doctor Appointment, Etc.)

Indicate all OVERTIME AND/OR COMPENSATORY TIME worked for the above pay period.

OVERTIME TO BE CHARGED TO:

ACCOUNT CODE

DAY														TOTALS	
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
															TIME IN
															TIME OUT
															HOURS WORKED

CHECK ONE:

OVERTIME

COMP TIME

I hereby certify the record of hours for each work day as set forth above is true and accurate.

FOR PAYROLL USE ONLY

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE