

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.

DAY															TOTALS	NAME	
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			SOCIAL SECURITY #	
																REGULAR TIME	DEPARTMENT
																SICK LEAVE USED	
																VACATION LEAVE USED	
																COMP TIME USED	
																OTHER ABSENCES	
																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:

DAY															TOTALS	ACCOUNT CODE	
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT				
																TIME IN	CHECK ONE: OVERTIME COMP TIME
																TIME OUT	
																HOURS WORKED	

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

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

FOR PAYROLL USE ONLY