

# Pierpont Community and Technical College

## TIME SHEET - HOURLY EMPLOYEES

BEGIN \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 END \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

ORGANIZATION NUMBER \_\_\_\_\_

ORGANIZATION NAME \_\_\_\_\_

**FUND NUMBER:**  
 CWSP \_\_\_\_\_  
 AUX \_\_\_\_\_  
*(Student Employees Only)*

TIME PERIOD	DAY OF WEEK	DAY OF MONTH	WORK PERIOD - I		WORK PERIOD - II		TOTAL HOURS WORKED	SUPERVISOR INITIALS
			TIME IN	TIME OUT	TIME IN	TIME OUT		
<i>Time Period</i>	Sat							
	Sun							
	Mon							
	Tues							
	Wed							
	Thurs							
	Fri							
	Sat							
	Sun							
	Mon							
	Tues							
	Wed							
	Thurs							
	Fri							
<i>Time Period</i>	Sat							
	Sun							
	Mon							
	Tues							
	Wed							
	Thurs							
	Fri							
	Sat							
	Sun							
	Mon							
	Tues							
	Wed							
	Thurs							
	Fri							

**TOTAL HOURS WORKED**

*Time sheets are to be turned into the Payroll Office- Room #133, Colebank Hall. Time sheets must be completed in blue ink.*

**SIGNED AND CERTIFIED TO BE CORRECT:**

\_\_\_\_\_  
 SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
 SIGNATURE OF DEPARTMENT HEAD