

SECTION 1: Employee Information (please print)

Social Security Number

First Name

Middle Initial

SECTION 2: Job Information

Budget #

Budget Title

Department

Hourly Pay Rate

SECTION 3: Daily Time Reporting

MONTH:

Date	In	Out	In	Out	In	Out	In	Out	Total Hours
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
Total hours worked this pay period....									

MONTH:

Date	In	Out	In	Out	In	Out	In	Out	Total Hours
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
Total hours worked this pay period....									

SECTION 4: Approval

I hereby certify that report is a true statement of hours worked.

Employee's Signature

Date

I certify that the reported hours worked by this employee are as stated.

Supervisor's Signature

Date

Payroll Office use only

Gross Wages

Input by

Payroll

INSTRUCTIONS

Sections 1, 2, 3 and 4 must be completed before a payroll check can be generated. If any of these sections is not complete or accurate, the time sheet will be returned to the supervisor for completion/revision. This could result in a delay of payment.

Section 1, Employee Information: Complete in PEN only. Social security number must be entered on time sheet.

Section 2, Job Information: Complete in PEN only. Budget Number, Budget Title, Department and Hourly Rate all must be completed by the signing supervisor to ensure that the correct budget gets billed and the proper pay rate is being paid. This information is also essential when an employee has more than one job.

Section 3 Daily Time Reporting: Complete in PEN only.

Month: Indicate the month in which the employee is reporting time worked (January, February, etc.)

In and Out: DO NOT USE MILITARY TIME. Report time to the nearest quarter (0.25) hour. If working a full 8-hour day, employee must indicate if a lunch hour was taken. (Example: 8:00 [in] 12:00 [out] 12:30 [in] 4:30 [out]. This would equal 8.00 hours for the day.)

ADDITIONAL TIME SHEET REQUIREMENTS:

Time sheets submitted must be the original with original signatures, times worked and must be completed in PEN. Time sheets written in pencil will not be accepted and will be sent back to the department. Only those supervisors who are listed on the Personnel Action Form (PA) are authorized to sign the time sheet. Any corrections made to the time sheet must be initialed by the supervisor.

DEADLINES / PAY DAYS:

Please refer to your Payroll Schedule, for Hourly and Student Employees (distributed annually) to determine when completed time sheets need to be received by the Payroll Office.

The Payroll Schedule also lists *actual paydays*. Generally:

Work completed the 1st – 15th of the month is paid the last day of the current month

Work completed the 16th – 30 or 31st of the month is paid the 15th of the following month

SUPERVISORS:

It is important to remember that all employees must be given a rest period of 10 minutes for each 4 hours they work. (WAC-296-126-092) **Do not report this rest period on their time sheets.** All employees must be given a meal period when they work 5 or more hours a day. (WAC-296-126-092) **Do report the lunch period on the time sheet.** Please Refer to Section 3 for example.