

DEPARTMENT OF ANIMAL & POULTRY SCIENCE
Timesheet

Name: _____

Pay Period: Friday _____, _____ to Thursday _____, _____
(day/month) (year) (day/ month) (year)

	Regular Hours (report in hours)	Overtime Hours (report in hours)	Vacation Days (report as full or part day)	Sick Days (report as full or part day)	Other (PPL, Compassionate)
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday*					
Thursday					
TOTAL					
FOR OFFICE USE Seq #	PB	PJ PK	NL recorded <input type="checkbox"/>	NA recorded G	recorded G

Signatures: Employee _____ Date _____

Supervisor _____

* NOTE: Timesheets are due in the Main Office by noon on the last Wednesday of the timesheet period