

## Gettysburg College Hourly Support Staff Time Sheet

Name: Rockv J. Squirrel

ID #: 1234567 (seven digits only)

Department Name: Acorn Collections

Pay Period Begin Date: 12/09/00

Pay Period End Date: 12/22/00

Account #: 53001 Fund #: 11100 Dept #: 12345  
*5 digits                      5 digits                      5 digits*

Program #: 67 Project/Grant #: \_\_\_\_\_  
*2 digits    7 digits*

**Time Sheets are due no later than 12:00 on the Monday following the Pay Period End Date. Due to Payroll Processing requirements, this deadline will be strictly enforced.**

Hourly Rate \$	Regular Hours	Sick Hours	Vac. Hours	Holiday Hours Worked	Holiday Hours Off	Floating Holiday	TOTAL HOURS	*Extra Hours	**Overtime Hours
Saturday									
Sunday									
Monday	7.50						7.50		
Tuesday	7.50						7.50		
Wednesday	7.50						7.50		
Thursday	7.50						7.50		
Friday	5.00						5.00		
Week 1 Subtotal	35.00						35.00		
Saturday									
Sunday									
Monday	8.00						8.00		
Tuesday	8.00						8.00		
Wednesday	8.00						8.00		
Thursday	8.00						8.00		
Friday	8.00						8.00		
Week 2 Subtotal	37.5						40.00	2.50	
Total Week 1&2	75.00						75.00		

**\*Extra Hours = any hours worked above your budgeted hours but less than 40 hours a week.**

**\*\*Overtime Hours = any hours worked above 40 hours a week.**

I hereby certify that the above is a true statement of the hours for which I am to be paid.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_