

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

Program #: 67 Project/Grant #: _____

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	Other	TOTAL HOURS	*Extra Hours	**Overtime Hours
Saturday										
Sunday										
Monday	8.0							8.0		
Tuesday	8.0							8.0		
Wednesday	8.0							8.0		
Thursday	8.0							8.0		
Friday	8.0							8.0		
Week 1 Subtotal	40.00							40.00		
Saturday										
Sunday	2.00							2.00		
Monday	8.0							8.0		
Tuesday	8.0							8.0		
Wednesday	8.0							8.0		
Thursday	8.0							8.0		
Friday	Holiday	→	→	→	8.00			8.0		
Week 2 Subtotal	40.00			→	8.00			42.00		2.00
Total Week 1&2	80.00			→	8.00			82.00		2.00

***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: _____