

## 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          |                |            |            |                      |                   |                  |       |             |              |                  |
| Monday          | 8.0            |            |            |                      |                   |                  |       | 8.0         |              |                  |
| Tuesday         | 8.0            |            |            |                      |                   |                  |       | 8.0         |              |                  |
| Wednesday       | 8.0            |            |            |                      |                   |                  |       | 8.0         |              |                  |
| Thursday        | 8.0            |            |            |                      |                   |                  |       | 8.0         |              |                  |
| Friday          | <b>Holiday</b> | →          | →          | 8.00                 | 8.00              |                  |       | 16.00       |              |                  |
| Week 2 Subtotal | 40.00          |            | →          | 8.00                 | 8.00              |                  |       | 48.00       |              | 8.00             |
| Total Week 1&2  | 80.00          |            | →          | 8.00                 | 8.00              |                  |       | 88.00       |              | 8.00             |

**\*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: \_\_\_\_\_