

## 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 #: 53003 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	4.00						4.00		
Tuesday	2.00						2.00		
Wednesday	1.00						1.00		
Thursday									
Friday									
Week 1 Subtotal	7.00						7.00		
Saturday									
Sunday									
Monday	2.00						2.00		
Tuesday				8.00			8.00		
Wednesday				4.00			4.00		
Thursday	1.00						1.00		
Friday	2.00						2.00		
Week 2 Subtotal	5.00			12.00			17.00		
Total Week 1&2	12.00			12.00			24.00		

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