

FULL-TIME CLASSIFIED EMPLOYEES (WHITE COLLAR) TIMESHEET

Timesheets are due by **12 noon on Tuesday** of the week after the last payday. In order to process a check by the payday, timesheets must be submitted on time. Failure to do so may result in late payment.

Work schedules are fixed to 9 am – 5 pm which is considered normal business hours. This schedule must remain in place unless a supervisor specifies in writing to HR Timekeeping Manager, Doris Reyes that a different fixed schedule is needed based on operational needs. Late arrivals or early departures cannot be made up by changing an employee’s fixed schedule or by curtailing a meal break.

EMPLOYEE NAME:	EMPLID:
DEPARTMENT:	SUPERVISOR:

PAY PERIOD:

DATE	START TIME	END TIME	HOURS WORKED (Full day Yes or No)	COMMENTS: if did not work full day, specify reason (i.e., called out – sick, called out – emergency other than sick specify reason, pre-approved leave, late, early departure, AWOL – no show, no call, etc.)
			WEEKLY TOTAL:	

DATE	START TIME	END TIME	HOURS WORKED (Full day Yes or No)	COMMENTS: if did not work all day, specify reason (i.e., called out – sick, called out – emergency other than sick specify reason, pre-approved leave, late, early departure, AWOL – no show, no call, etc.)
			WEEKLY TOTAL:	
			PAY PERIOD TOTAL:	

I certify that all of the above entries are true. I am aware that falsification of time records is subject to disciplinary action including termination.

EMPLOYEE SIGNATURE:	DATE:
SUPERVISOR SIGNATURE:	DATE: