



# SHORT-TERM Payroll Time Report

**Instructions: PLEASE READ CAREFULLY**

1. Print or type the required information in **blue** or **black** ink only.
2. **Submit only one time report per department. Multiple time reports for same department will not be accepted.**
3. Report actual hours worked each day and sick leave hours in the appropriate date space, sick hours are paid for scheduled work hours only.
  - If reporting sick hours, supervisors must confirm sick dates, hours, sick balance and if employee has been employed for ninety days. Failure to do this, may result in sick hours not being posted.
4. Reporting Period begins the 25<sup>th</sup> of the month, ends the 24<sup>th</sup> of the following month and pay day is the 10th of each month.
5. For processing this time report, make sure these items are completed.
  - Employee has been hired and account number(s) added.
  - Full and **original signatures** of the authorized supervisor and the employee are required.
  - Sick leave balance has been verified.

Reporting Period from           /25/           through           /24/          

<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	<i>EMPLID</i>
<i>Position</i>		<i>Department</i>	

Account Number					
Code	Account	Department	Program	Project/Grant	% or HRS

Hours Worked / Sick Hours																	
25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22	23	24	<b>Total Work Hrs./ Sick Hrs.</b>				

**I certify that the above information is true and correct.**

\_\_\_\_\_  
Supervisor's Name (print)                      Extension

\_\_\_\_\_  
Employee's Signature                      Date

\_\_\_\_\_  
Supervisor's Signature                      Date

**Supervisor to complete this section for posting of sick hours:**

Check box if reporting sick hours                      Current Sick Leave Balance: \_\_\_\_\_

Check box if employed for minimum of 90 days

**PAYROLL USE ONLY**

Regular Hours \_\_\_\_\_ x Hourly Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Sick (SIC) Hours \_\_\_\_\_ x Hourly Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**GROSS TOTAL**

Days Worked