

CERTIFICATED TIMESHEET/ CONTRACT SUPPLEMENTAL

Legal Name
PLEASE PRINT

Last
First
Initial

Datatel ID #

School/Unit
Assignment/Class
Substitute For

Budget Number	Hours	Rate
	0.00	
TOTAL		

(Absence Form must be attached or on file in Personnel)

(PLEASE CHECK MONTH) YEAR:

Jan

Mar

May

Jul

Sep

Nov

Feb

Apr

Jun

Aug

Oct

Dec

DATE	IN	OUT	IN	OUT	HRS WORKED	REMARKS:
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

DO NOT USE RED INK
Timesheets are due in Human Resources on the last working day of every month

TOTAL HOURS WORKED

SIGNATURES: Timesheets which have not been signed by both employee AND supervisor will be returned for signatures.

CERTIFICATION: We the undersigned certify that all entries are true and correct, and that lunch/dinner breaks are not included as hours worked (You may be held liable for incorrect entries).

Employee Signature Date

Supervisor Signature Date