

SAMPLE

HUNTER COLLEGE NON TAX LEVY BIWEEKLY PAYROLL TIMESHEET

1	2	3	4	5	6	7	8	9	10	11
DAY	MM	DD	AM		TOTAL AM HOURS	PM		TOTAL PM HOURS	TOTAL WORK HOURS	INSTRUCTIONS 1. Cols. 2 and 3 use numbers (eg. 01, 02) for MM and DD. 2. Cols. 4-9 must not exceed 5 consecutive hours; a .50 (30 min) break is required. 3. Cols. 6, 9 and 10 must be expressed in whole numbers and decimals. Fractions are not to be used. 4. Block 12 is to be completed by the Department 5. Block 13: Authorized signature must be on file
			IN	OUT		IN	OUT			
THU	11	14				1:30-3:00	3:30-8:00		6.5	
FRI	11	15								
SAT										
SUN										
MON	11	18				3:00	8:00	5	5	
TUE	11	19								
WED	11	20	10:30	11:30	1	12:00	8:00	8	9	
FIRST WEEK TOTAL									20.5	
THU	11	21				1:30-3:00	3:30-8:00		6.5	
FRI	11	22								
SAT										
SUN										
MON	11	25				3:00	8:00		5	
TUE										
WED	11	27	10:30	11:30		12:00	8		9	
SECOND WEEK TOTAL									20.5	

DEPT Student Services

ACCOUNT#

ACCT NAME

PAY PERIOD

NAME

TITLE Grant Assistant

THE ABOVE HOURS HAVE BEEN WORKED AND ARE CORRECT

13

EMPLOYEE SIGNATURE

AUTHORIZED SIGNATURE

Supervisor: _____