

## Employee Time Report

Name: \_\_\_\_\_

Period Ending \_\_\_\_\_

Dept: \_\_\_\_\_

Emp ID#: \_\_\_\_\_

Acct. #: \_\_\_\_\_

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD					DAILY TOTALS		WEEKLY TOTALS
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
<b>Total Hours Worked During Pay Period</b>								

**EMPLOYEE VERIFICATION** - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ \_\_\_\_\_  
Hourly Rate

Signature of Employee \_\_\_\_\_

**SUPERVISOR VERIFICATION** - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ \_\_\_\_\_  
Gross Pay

Signature of Supervisor \_\_\_\_\_