



DONNELLY
COLLEGE
EST. 1949

EMPLOYEE TIME SHEET

(Check one)

- Instructor
- Support Staff
- Tutor
- Workstudy

Name _____
 Employee # _____
 Dept. Name _____
 Rate per Hour _____
 Pay period beginning _____
 Pay period ending _____

	Date Worked	Hours on the Job From - To	Daily Total	Bus Office Use		Date Worked	Hours on the Job From - To	Daily Total	Bus Office Use
	Mon					Mon			
	Tue					Tue			
	Wed					Wed			
	Thurs					Thurs			
	Fri					Fri			
	Sat/Sun					Sat/Sun			
	Week Total	XXX	XXXXXXXXXXXX			Week Total	XXX	XXXXXXXXXXXX	
	Mon					Mon			
	Tue					Tue			
	Wed					Wed			
	Thurs					Thurs			
	Fri					Fri			
	Sat/Sun					Sat/Sun			
	Week Total	XXX	XXXXXXXXXXXX			Week Total	XXX	XXXXXXXXXXXX	

Please detach yellow and pink copy for employee and supervisor file. Send white copy only to the Business Office.

Employee Signature _____

Supervisor Signature _____

Financial Aid Signature _____

Business Office Use Only

Business Office Signature _____

Total Regular _____

Total Overtime _____

Total Hours _____