

## TIMESLIP RECORD

Dates of Pay Period \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_ Empl ID \_\_\_\_\_  
 Position# \_\_\_\_\_ Type of work performed \_\_\_\_\_ Job Code \_\_\_\_\_  
 3450 Wellness Center 8856  
 Dept# \_\_\_\_\_ Department Name \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Overtime Rate \_\_\_\_\_

Is individual enrolled primarily as a student  
 Yes  No

Pay Retirement Benefits?  
 Yes  No

Source of funding: Reg Hours O/T Hours  
 Account Code(s) Hours Hours  
 (Fund-Dept-Program-Account)  
 12505-5140-00021-512005  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Total Gross Pay** \_\_\_\_\_

Work Study Matching Funds  
 Account Code(s)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**ACTUAL HOURS WORKED EACH WEEK**

I certify that the above is a true statement of time worked, that the work was performed satisfactorily and request that payment be made in the amount stated.

\_\_\_\_\_  
 Employee Signature (required) Date

\_\_\_\_\_  
 Supervisor Signature (required) Date  
 White-Payroll Office Canary-Department Copy

Dates (Inclusive)	S	M	T	W	T	F	S	Weekly Total
1st week								
2nd week								
3rd week								
4th week								
5th week								

\_\_\_\_\_  
 Departmental Approval Date Rev. 1/05

Please use this time sheet to track your work hours until you receive an email stating you have been added to Kronos.

Date \_\_\_\_\_ Time In \_\_\_\_\_ Time Out \_\_\_\_\_  
*example:*  
 1/1/21 Getting Started 8:00am 12:00pm