



Temporary & Student Timesheet

(1) Employee ID: _____ Employee Name: _____ Job Org: _____
 Position No. _____ Suffix: _____ Year: _____ Payroll ID: _____ Pay No.: _____ Pay Period: _____ to _____

Week 1	Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1								
		S								
		G								
		TOTAL								

Week 2	Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1								
		S								
		G								
		TOTAL								

Week 3	Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1								
		S								
		G								
		TOTAL								

Eligible Earn Codes			
Regular Non-Exempt		Temporary Non-Exempt	
REG	Regular Staff Earnings	RGT	Temporary Staff Earnings
ALT	Annual Leave Taken		
SLT	Sick Leave Taken		Regular Student
CTT	Comp Time Taken	RGS	Student Earnings
HOL	Holiday Leave		
HWK	Holiday Worked		Workstudy Student
OLT	Other Leave Taken	RGW	Workstudy Earnings

Shift Code Descriptions			
1 = Day	S = Shift @ .10	G = Graveyard @ .40	

Earn Code	1	S	G
Total hours by Earn			

Total Hours	
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Employee's Signature

Date

Approved By:

Date

Instructions: This form must be completely filled out and signed before submitting it to Payroll. A list of eligible earn codes by employee type are listed above. Enter earn code and hours for each day worked. Round off hours worked to the nearest quarter hour: ¼ hr = .25; ½ hr = .50; ¾ hr = .75; 1 hr = 1.00.