



(WTS) WEEKLY TIME SHEET – Non-Student Hourly Student Hourly

CHECK APPROPRIATE ACTION:

Hours Used                      Additional Hours Worked                      Time Never Submitted                      Correct Previous Time Recorded

Department Name	Department ID B	Week Ending (Saturday)
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Enter the Employee(s) information below:

Name (First,MI,Last)	Empl. ID	Empl. Rec. #**	Hourly Rate**	Sun.* _____	Mon.* _____	Tue.* _____	Wed.* _____	Thur.* _____	Fri.* _____	Sat.* _____	Total Reported Hours*	Time Reporting Code	HR Combo Code**

\*Report hours in decimals.

\*\*The correct Employment Record Number, Hourly Rate, Time Reporting Code (TRC) and HR Combo Code must be entered otherwise it could delay payment.

Timekeeper: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone: \_\_\_\_\_

Department Head/Supervisor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_