



TIMESHEET

Department:

Pay Period End Date:

Employee Name:

Title:

Datatel ID#:

SSN:

Pay Rate:

GL Account#:

	SUN	MON	TUES	WED	THURS	FRI	SAT	Total Hrs	OT1 Hrs	OT2 Hrs
Date										
# Hrs										

	SUN	MON	TUES	WED	THURS	FRI	SAT	Total Hrs	OT1 Hrs	OT2 Hrs
Date										
# Hrs										

	SUN	MON	TUES	WED	THURS	FRI	SAT	Total Hrs	OT1 Hrs	OT2 Hrs
Date										
# Hrs										

	SUN	MON	TUES	WED	THURS	FRI	SAT	Total Hrs	OT1 Hrs	OT2 Hrs
Date										
# Hrs										

OT Totals: _____

Employee's Signature _____

Telephone _____

Supervisor's Signature _____

Telephone _____