

# Hobart and William Smith Colleges

## Full-Time Hourly Time Sheet

*Timesheet is due by 9:30 AM on the alternate Friday of pay week, no exceptions will be made.*

Name: \_\_\_\_\_ Dept: \_\_\_\_\_

Date: \_\_\_\_\_ Position: \_\_\_\_\_

The following is a true statement of hours worked during the payroll period ending Thursday,  
 \_\_\_\_\_, 2012

	Date	Hours Worked	Holiday	Vacation	Sick	Personal	Other		Total Reg. Hours	Total OT Hours	Office Use
Friday											
Saturday											
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
<b>1st Week Totals</b>											
Friday											
Saturday											
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
<b>2nd Week Totals</b>											
<b>Totals Both Weeks</b>											

Certified to be correct: \_\_\_\_\_  
Employee's Signature Date

Approved: \_\_\_\_\_  
Supervisor's Signature Date