

# Pacific Union College

## Employee Payroll Timesheet

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Department Worked For: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Date	Time In (Military Time)	Time Out (Military Time)	Total Hrs.	<i>Payroll Only</i>	
				JBDev Total Hrs.	PPE

**Reason for Paper submission:**

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*All times on this report reflect actual time worked, are true and should be correct to best of my knowledge.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Entered Hrs:

Hours are from a previous pay period, so sent to Payroll to enter as PPAAdj.

Payroll Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Entered &/or Verified: