

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:

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

Employee: _____ Date: _____

Supervisor: _____ Date: _____ Entered Hrs:

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

Payroll: _____ Date: _____ Entered &/or Verified: