



UNIVERSITY OF WASHINGTON
 SCHOOL OF ENVIRONMENTAL AND FOREST SCIENCES
 Box 352100

HOURLY TIME SHEET

Print Employee Name

Job Title

Employee ID Number or S.S.N.

Month and Year

Budget Number

Hourly rate

Employee Signature

Authorized Signature*

Authorized Person Printed Name Please!

*By my signature I certify that all statements on this timesheet are true, and that all charges are appropriate to this budget.

INSTRUCTIONS Please include AM/PM when entering times (e.g., 9:00 am, 9:15 am, 1:00 pm, 6:30 pm, etc.)

▪ Timesheet **CUTOFF Dates** are the **15TH** and **THE LAST DAY** of each month. Timesheets are **DUE** the next University **WORK DAY** after the CUTOFF Date.

1st PAY PERIOD OF THE MONTH

Total hours per day (exclude lunchbreaks)

| Day of Month | 1st time period | | 2nd per. (if applicable) | | DAILY Total | Weekly Total (Sun-Sat) |
|--------------------------------|-----------------|----------|--------------------------|----------|-------------|------------------------|
| | Start Time | End Time | Start Time | End Time | | |
| 1 | | | | | 0.00 | |
| 2 | | | | | 0.00 | |
| 3 | | | | | 0.00 | |
| 4 | | | | | 0.00 | |
| 5 | | | | | 0.00 | |
| 6 | | | | | 0.00 | |
| 7 | | | | | 0.00 | |
| 8 | | | | | 0.00 | |
| 9 | | | | | 0.00 | |
| 10 | | | | | 0.00 | |
| 11 | | | | | 0.00 | |
| 12 | | | | | 0.00 | |
| 13 | | | | | 0.00 | |
| 14 | | | | | 0.00 | |
| 15 | | | | | 0.00 | |
| TOTAL - 1ST PAY PERIOD: | | | | | 0.00 | |

| | | |
|---------------------------------------------------------------------------------------------|------------------------------------------------|-------------------|
| OVERTIME †Time in excess of 40 hrs/week requires supervisor's approval in advance | †PI/Supervisor advance approval for O/T hours: | O/T Hrs: - |
|---------------------------------------------------------------------------------------------|------------------------------------------------|-------------------|

2nd PAY PERIOD OF THE MONTH

Total hours per day (exclude lunchbreaks)

| Day of Month | 1st time period | | 2nd per. (if applicable) | | DAILY Total | Weekly Total (Sun-Sat) |
|--------------------------------|-----------------|----------|--------------------------|----------|-------------|------------------------|
| | Start Time | End Time | Start Time | End Time | | |
| 16 | | | | | 0.00 | |
| 17 | | | | | 0.00 | |
| 18 | | | | | 0.00 | |
| 19 | | | | | 0.00 | |
| 20 | | | | | 0.00 | |
| 21 | | | | | 0.00 | |
| 22 | | | | | 0.00 | |
| 23 | | | | | 0.00 | |
| 24 | | | | | 0.00 | |
| 25 | | | | | 0.00 | |
| 26 | | | | | 0.00 | |
| 27 | | | | | 0.00 | |
| 28 | | | | | 0.00 | |
| 29 | | | | | 0.00 | |
| 30 | | | | | 0.00 | |
| 31 | | | | | 0.00 | |
| TOTAL - 2ND PAY PERIOD: | | | | | 0.00 | |

| | | |
|---------------------------------------------------------------------------------------------|---------------------------------------------|-------------------|
| OVERTIME †Time in excess of 40 hrs/week requires supervisor's approval in advance | †PI/Sprvrsr advance approval for O/T hours: | O/T Hrs: - |
|---------------------------------------------------------------------------------------------|---------------------------------------------|-------------------|