

EAST TEXAS BAPTIST UNIVERSITY
TIME SHEET
(FOR SEMI-MONTHLY EMPLOYEES)

NAME _____ DEPT. _____ MONTH _____ YEAR _____

DAY	DATE	IN	OUT	IN	OUT	IN	OUT	IN	OUT	TOTAL HOURS WORKED
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										

TOTAL HOURS FOR WEEK _____

DAY	DATE	IN	OUT	IN	OUT	IN	OUT	IN	OUT	TOTAL HOURS WORKED
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										

TOTAL HOURS FOR WEEK _____

DAY	DATE	IN	OUT	IN	OUT	IN	OUT	IN	OUT	TOTAL HOURS WORKED
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										

TOTAL HOURS FOR WEEK _____

TOTAL HOURS FOR PAY PERIOD _____

Instructions:

1. Please provide full information in a detailed and accurate manner.
2. Record time-in and time-out information. Time reports cannot be filled out in advance.
3. Paydays are usually the 15th and 31st of each month. In order to receive payment on these dates, time sheets must be turned in to the Payroll Office by 10:00 a.m. on the timesheet due date. Please refer to the Semi-Monthly Pay Schedule for exact due dates.
4. The timesheet must be filled out accurately and submitted on time in order for the employee to receive a payroll check on the scheduled date.

I hereby certify the above to be a true and accurate record of my time worked during this pay period.

SIGNATURE OF EMPLOYEE

SIGNATURE OF SUPERVISOR