College of Southern Idaho
Timesheet - Hourly Employees

First Name: John
Last Name: Doe
ID #: 000-00-000

Period worked from 10/11/2010 to 11/08/2010
Total hours: 17.00  Rate of Pay: $7.50
Wages earned: $127.50

Date | Hours Worked | Description |
--- | --- | --- |
10 M | 1.00 | Filed Papers |
10 T | 1.50 | Answered e-mail |
10 W | 1.00 | Answered e-mail |
10 TH | 1.50 | Filed Papers |
11 M | 1.25 | Filed Papers |
11 T | 1.75 | Answered Telephone |
11 W | 1.00 | Filed Papers |
11 TH | 1.00 | Worked on Web site |
11 F | | |
11 S | | |

Total hours for week: 5.00

Date | Hours Worked | Description |
--- | --- | --- |
10 M | 1.25 | Worked on Web site |
10 T | 1.75 | Worked on Web site |
10 W | 1.00 | Answered E-mail |
10 TH | 1.00 | Filed Papers |
11 M | | |
11 T | | |
11 W | | |
11 TH | | |
11 F | | |
11 S | | |

Total hours for week: 5.00

Record hours to the nearest ¼
15 minutes=.25
30 minutes=.50
45 minutes=.75

Form Must be filled out in BLACK INK

Timesheets are due in the HR Payroll Office on the timesheet due date. Timesheets received after the timesheet due date will be processed in the next month's payroll. All timesheets must be done in ink and signed by your supervisor/dean.