

SMU EMPLOYEE ID NO.		ORGANIZATION NO.							EMPLOYEE NAME							RC		PAY PERIOD END								
DATE:																										
SOUTHERN METHODIST UNIVERSITY EMPLOYEE TIMECARD	SAT	SUN	MON	TUE	WED	THUR	FRI	WEEK 1	SAT	SUN	MON	TUE	WED	THUR	FRI	WEEK 2										
TOTAL WEEKLY HOURS									TOTAL WEEKLY HOURS																	
PARTIAL HOURS: 0 TO 7 MINUTES: = +0.00 8 TO 22 MINUTES: = +0.25 23 TO 37 MINUTES: = +0.50 38 TO 52 MINUTES: = +0.75 53 TO 59 MINUTES: = +1.00									REMARKS:									TOTAL PAY PERIOD HOURS:								
INSTRUCTIONS: 1. COMPLETE BY PRINTING IN INK. 2. TOTAL WEEK 1 AND WEEK 2 HOURS. 3. TOTAL HOURS FOR PAY PERIOD. 4. EMPLOYEE AND SUPERVISOR MUST SIGN BELOW.																		FOR PAYROLL USE ONLY								

SIGNATURE REQUIRED																	
EMPLOYEE SIGNATURE _____						SUPERVISOR SIGNATURE _____						CAMPUS PHONE _____					

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