NC STATE UNIVERSITY
DIVISION OF HUMAN RESOURCES

Timesheet - Biweekly Temporary Employees

Employee ID _____ Box # _____

Employee Name _____

Department _____ Invoice Contact _____

Time Sheet Due Date _____ Pay Period _____ Payday _____

Sat		Sun		Mon		Tues		Weds		Thurs		Fri	
In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out

Daily Total _____ Daily Total _____ Daily Total _____ Daily Total _____ Daily Total _____ Daily Total _____ Daily Total _____

Week Ending _____ Total Hours Worked _____

Sat		Sun		Mon		Tues		Weds		Thurs		Fri	
In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out

Daily Total _____ Daily Total _____ Daily Total _____ Daily Total _____ Daily Total _____ Daily Total _____ Daily Total _____

Week Ending _____ Total Hours Worked _____

Department Code (OUC) _____ Account Code _____ Hourly Rate _____

Project Number _____ Work Against Position Number _____

SIGNATURES

Have you worked for any other University department or State government agency during this pay period? ☐ Yes ☐ No
If yes, indicate department/agency _____

I certify that all hours/flat rate amounts have been recorded accurately

_____ _____ _____ _____
Supervisor's Signature   **Date**   **Employee's Signature**   **Date**

Records must be maintained in the department for four years. Do not forward to Payroll. Reproduce as needed. Please make any necessary corrections or changes.
1. Student workers & temp hourly employees must utilize Kaba to record punch data. (*If Kaba is not available and your college division approved this paper timesheet then enter the exact In/Out times each day worked during the pay period. The supervisor and/or timekeeper within the division will update the employee timesheet in the HR System.*)
2. Do not send your time-sheet by courier/campus mail.
3. Use black or blue ink to complete your time-sheet. Time-sheets completed by pencil are unacceptable.
4. Time-sheets must be signed by you and your supervisor.
5. Time-sheets with missing signatures will not be processed. You must submit original time-sheets as copies will not be accepted.
6. **Any and all errors, scratchouts, etc. must be corrected and initialed by both you and your supervisor.**
For example: if you make two errors, both errors must be corrected and initialed by you and your supervisor.

Questions? Contact HRIM at (919) 515-7929