

WVSU RESEARCH AND DEVELOPMENT CORPORATION  
**DAILY TIME SHEET FOR HOURLY WORKERS**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Period: \_\_\_\_\_ to \_\_\_\_\_ Department Name: \_\_\_\_\_

Check One:  Student Employee  Casual Employee  Temporary Employee  Full Time Employee

STUDENT EMPLOYEE MAXIMUM 20 HOURS PER WEEK.  
 TEMPORARY EMPLOYEE MAXIMUM 1,000 HOURS PER YEAR. CASUAL EMPLOYEE MAXIMUM 200 HOURS PER YEAR.  
 FULL TIME EMPLOYEE MAXIMUM 37.5 HOURS PER WEEK.

REPORT TIME TO THE NEAREST QUARTER HOUR

| DAY | TIME STARTED | TIME QUIT | TOTAL HOURS |  | DAY | TIME STARTED | TIME QUIT | TOTAL HOURS |
|-----|--------------|-----------|-------------|--|-----|--------------|-----------|-------------|
| 11  |              |           |             |  | 26  |              |           |             |
| 12  |              |           |             |  | 27  |              |           |             |
| 13  |              |           |             |  | 28  |              |           |             |
| 14  |              |           |             |  | 29  |              |           |             |
| 15  |              |           |             |  | 30  |              |           |             |
| 16  |              |           |             |  | 31  |              |           |             |
| 17  |              |           |             |  | 01  |              |           |             |
| 18  |              |           |             |  | 02  |              |           |             |
| 19  |              |           |             |  | 03  |              |           |             |
| 20  |              |           |             |  | 04  |              |           |             |
| 21  |              |           |             |  | 05  |              |           |             |
| 22  |              |           |             |  | 06  |              |           |             |
| 23  |              |           |             |  | 07  |              |           |             |
| 24  |              |           |             |  | 08  |              |           |             |
| 25  |              |           |             |  | 09  |              |           |             |
|     |              |           |             |  | 10  |              |           |             |

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Worksite Location: \_\_\_\_\_ Previous Balance Hours: \_\_\_\_\_

Total Hours: \_\_\_\_\_ @ \$ \_\_\_\_\_ /HR. = \$ \_\_\_\_\_ Balance Hours remaining to work: \_\_\_\_\_

NOTE: This time report must be signed by the supervisor and employee and forwarded to Room 200 East Hall by noon on the 25th or 11th of each month. All new employees must complete a W4 and other payroll forms in the Payroll Office prior to the submission of this time sheet.