

seas hourly bi-weekly timesheet

timesheet due date

earnings pay date

name

social sec. no. (type in last 4-digits)

dept.

date

number of hours worked per day

for work week	wed	thu	fri	sat	sun	mon	tue	total
for work week	wed	thu	fri	sat	sun	mon	tue	total
								grand total

CHECK here if this assignment is ending

CHECK here if you are leaving the University

Direct deposit is mandatory.

Payslips (Earnings Statements) are online as a self-service program. A temporary password for initial setup is mailed to the address recorded on payroll forms.

Submit timesheet every two (2) weeks; otherwise, late submission of hours will be paid, but delayed from system payroll.

A separate timesheet is required for each job.

Each job will have a different PTAE0.

If more than one job, please specify the PTAE0 for this timesheet.

___/___/___/___/___ -101- ___/___/___/___/___
Project No. Award No.

___/___/___/___/___
Organization No.

I certify that the above record is true and exact to the best of my knowledge.

employee's signature

date

supervisor's signature (or dept. designee)

date

supervisor's name (please print legibly)