

seas graders bi-weekly timesheet

_____ timesheet due date

_____ earnings pay date

_____ name

_____ social sec. no.

_____ course & section no. (e.g. ENGR201-00)

_____ 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

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 to department's timekeeper 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.

_____ department's grader secretary's signature

_____ date

_____ professor or instructor's signature (MANDATORY IF CORE GRADER)

_____ employee's signature

_____ date

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

Please see <http://www.seas.virginia.edu/budget/hourly/timekeeper.php> to find out who to submit your timesheet to.