

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.