

# UW Political Science – Hourly Employment Time Sheet

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Budget Number

\_\_\_\_\_  
Employee Name  
*(please print)*

\$


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Hourly Pay Rate

\_\_\_\_\_  
Pay period: beginning – ending  
*(Ex: 1/1-15/00 or 1/16-31/00)*

*This timesheet is due on the next working day after the last day of the pay period. It is the responsibility of the employee to complete the timesheet (e.g., the days of the week, the hours worked each day). The work week is Sunday morning 12:00 a.m. through Saturday evening 11:59p.m. It is the responsibility of the supervisor to verify that all statements on this timesheet are true, and that all charges are appropriate to the budget being charged.*

Date	Day of Week	Hours <i>(to nearest quarter hr)</i>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
	<b>Total Hours:</b>	

Date	Day of Week	Hours <i>(to nearest quarter hr)</i>
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
	<b>Total Hours:</b>	

***By signing this document, I certify that the above information is true and correct, to the best of my knowledge.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature  
*(Grant PI or person specified and on file as authorized)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Authorization *(if different from supervisor)*

\_\_\_\_\_  
Date