

LATE TIMESHEET

This Timesheet is for the use of late submission
which will be paid in the following payroll.

PERIOD ENDING: _____

BOX

EMPLOYEE NAME: _____

INDEX/ACCT _____

WEEK1

HOURS

| INDEX | ACCT | Hours Code* | MON | TUES | WED | THURS | FRI | SAT | SUN | REGULAR | OVERTIME |
|---------------------------|------|-------------|-----|------|-----|-------|-----|-----|-----|---------|----------|
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| WEEK 1 TOTAL HOURS | | | | | | | | | | | |

ARRIVAL TIME: _____

Lunch Break Out: _____

Lunch Break In: _____

DEPARTURE: _____

WEEK2

HOURS

| INDEX | ACCT | Hours Code* | MON | TUES | WED | THURS | FRI | SAT | SUN | REGULAR | OVERTIME |
|---------------------------|------|-------------|-----|------|-----|-------|-----|-----|-----|---------|----------|
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| WEEK 2 TOTAL HOURS | | | | | | | | | | | |

ARRIVAL TIME: _____

Lunch Break Out: _____

Lunch Break In: _____

DEPARTURE: _____

TC ID:

Week 1 + Week 2 = Total Hours

TOTAL HOURS

Reg=Regular worked hours, Sck=Sick, Vac=Vaction, Pers=Personal, Hol=Holiday,
OT2=Overtime.

All timesheet must be Time Stamp Below

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

FINANCIAL AID: _____

PAYROLL: _____