DEPARTMENT OF ANIMAL BIOSCIENCES
Timesheet

Name: _____

Pay Period: Friday_____,_____to Thursday_____, _____
(day/month) (year) (day/month) (year)

	Day/ Month	Regular Hours (report in hours)	Overtime Hours (report in hours)	Vacation Days (report as full or part day)	Sick Days (report as full or part days)	Other (PPL, Compassionate)
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
TOTAL						
FOR OFFICE USE Seq #		PB	PJ PK	NL recorded ☐	NA recorded ☐	recorded ☐

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

(please have your supervisor sign your timesheet prior to submitting to Main Office)

*NOTE: Timesheets are due in the Main Office by noon on the last Thursday of the timesheet period