North Carolina State University - Bi-weekly Temporary Employee Time Record

Name		Work Period Beginning		PRID		Time Sheet Due Date	
SS#		Work Period Ending		Box #		Pay Day	
ID#		Dept:		Empl #		Invoice Contract:	

Saturday Sunday Monday Tuesday Wednesday Thursday Friday

IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT

Daily Hrs: _____.___ _____.___ _____.___ _____.___ _____.___ _____.___ _____.___

Total hours worked for the week ending _____.____

Saturday Sunday Monday Tuesday Wednesday Thursday Friday

IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT

Daily Hrs: _____.___ _____.___ _____.___ _____.___ _____.___ _____.___ _____.___

Total hours worked for the week ending _____.___ Total Hours Worked: _____

Department Code (Ouc)	Account Code (Fas)	Hourly Payrate	Project #	W/A Position #

Signatures

Have you worked for any other University department or State government agency during this pay period? 9 yes 9 no
If yes, indicate department/agency_____

I certify that all hours/flat rate amount have been recorded accurately.

_____ Date:_____ _____Date: _____
Supervisor's Signatures Employee's Signature

Records must be maintained in the department for four years. Do not forward to Payroll. Reproduce as needed. Please make any necessary corrections or changes.

Special Notes

1. Paychecks may be picked up on payday between 7:30 a.m. to 5:00 p.m.
2. All partial hours worked must be rounded off to the closest 1/4 hour. For example: 8 hours 10 minutes = 8.25 not 8.1; similarly, 8 hours 5 minutes = 8.00 not 8.05.
3. Do not send your time-sheet by courier/campus mail.
4. Use black or blue ink to complete your time-sheet. Time-sheets completed by pencil are unacceptable.
5. Time-sheets must be signed by you and your supervisor.
8. Time-sheets with missing signatures will not be processed. You must submit original time-sheets as copies will not be accepted.
9. **Any and all errors, scratchouts, etc. must be corrected and initialed by both you and your supervisor.**
   For example: **if you make two errors, both errors must be corrected and initialed by you and your supervisor.**