☐ WORK-STUDY
☐ HOURLY CSU STUDENT
☐ HOURLY NON-STUDENT
☐ STATE CLASSIFIED
☐ ST. CLASS-HOURLY

HOURLY TIMESHEET

Colorado State University

DEPT NUMBER
1499

LAST NAME	FIRST NAME	MIDDLE INITIAL

PAY PERIOD ENDING DATE		
MONTH	DAY	YEAR

ALL ENTRIES MUST BE MADE IN BLUE OR BLACK INK

ASSIGNMENT #

1ST WEEK

DATE		TIME		WORKED		ACCOUNT
MO	DAY	START	STOP	HOURS	MIN	CODE
FIRST WEEK TOTAL						

2ND WEEK

DATE		TIME		WORKED		ACCOUNT
MO	DAY	START	STOP	HOURS	MIN	CODE
SECOND WEEK TOTAL						
----------> **FIRST WEEK TOTAL**						
PAY PERIOD TOTAL						

INSTRUCTIONS FOR RECORDING DAILY TIME: All of the information on this sheet must be filled out completely. The immediate supervisor should record in the tables above, the date, start and stop time of all applicable work and the total hours and minutes worked.

STRAIGHT TIME _____ X $_____ /HR.= $_____

EXCESS/O.T. _____ X $ _____ /HR.= $_____

TOTAL GROSS PAY = $ _____

ACCOUNT NUMBER	ERN	HOURS	10THS

I certify that this sheet accurately records the hours worked by the above employee.

_____
EMPLOYEE'S SIGNATURE DATE

I certify that the time recorded on this sheet is correct and accounts for all hours worked during the pay period.

_____
SUPERVISOR'S SIGNATURE DATE

I certify that the account indicated is correct for this charge and that the funds are available.

_____
AUTHORIZED SIGNATURE DATE