

**ROOSEVELT UNIVERSITY BI-WEEKLY TIMESHEET**

EMPLOYEE NAME: \_\_\_\_\_

ROOSEVELT ID NUMBER: \_\_\_\_\_

PAY PERIOD DATES: FROM: 09/20/09

TO: 10/03/09

DEPARTMENT: \_\_\_\_\_

Time worked should be recorded daily and approved by your supervisor at the end of the pay period. Timesheets are due to Payroll in the Business Office, AUD 801 by Monday at 10 AM following the last day of the pay period.

		SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
		09/20	09/21	09/22	09/23	09/24	09/25	09/26	////////////////
<b>WEEK 1</b>	Time In								////////////////
	Lunch Out								////////////////
	Lunch In								////////////////
	Time Out								////////////////
	Hours Worked								
	Hours Absent								
	Remarks								

		SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
		09/27	09/28	09/29	09/30	10/01	10/02	10/03	////////////////
<b>WEEK 2</b>	Time In								////////////////
	Lunch Out								////////////////
	Lunch In								////////////////
	Time Out								////////////////
	Hours Worked								
	Hours Absent								
	Remarks								

<b>TOTAL</b>	Total Worked	
	Total Absent	

ADDITIONAL COMMENTS:

I certify that this time report correctly reflects all time worked by me for the pay period indicated.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE

SUPERVISOR NAME AND EXTENSION: \_\_\_\_\_ EXT

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE

CHARGE TO ACCOUNT #: \_\_\_\_\_

**LATE SUBMISSION WILL RESULT IN DELAY OF PAYMENT**

**PAYROLL/FINAID/GRANT USE ONLY**      **FINANCIAL AID APPROVAL:** \_\_\_\_\_  
**GRANT APPROVAL:** \_\_\_\_\_