## ROOSEVELT UNIVERSITY BI-WEEKLY TIMESHEET

EMP	LOYEE NAME:			ROOSEVELT ID NUMBER:					
PAY PERIOD DATES: FROM:			TO:	TO: DEPARTMENT:					
Timesheets are due to Payroll in the <u>Business Office</u> , <u>AUD 801 by Monday at 10 AM</u> following the last day of the pay period.  Hours submitted via paper time sheet may not be paid until the following pay period.									
		SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
									///////////////////////////////////////
WEEK 1	Time In								///////////////////////////////////////
	Lunch Out								///////////////////////////////////////
	Lunch In								///////////////////////////////////////
	Time Out								///////////////////////////////////////
	Hours Worked								
	Hours Absent								
	Remarks								
			T			T		T	
		SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
									///////////////////////////////////////
WEEK 2	Time In								///////////////////////////////////////
	Lunch Out								///////////////////////////////////////
	Lunch In								///////////////////////////////////////
	Time Out								///////////////////////////////////////
	Hours Worked								
	Hours Absent								
	Remarks								
		T	1 1	ADDITION	AL COMMENT	rc.			
TOTAL	Total Worked			ADDITIONA	AL COMMENT	· 3.			
	Total Worked								
•	Total Absent								
I certify that this time report correctly reflects all time worked by me for the pay period indicated.									
EMPLOYEE SIGNATURE:							DATE		
					EXT				
DATE									
CHARGE TO ACCOUNT #:									
LATE SUBMISSION WILL RESULT IN DELAY OF PAYMENT									
PAYROLL/FINAID/GRANT USE ONLY FINANCIAL AID APPROVAL:									
GRANT APPROVAL:									