



Ave Maria University

Bi-Weekly Payroll Timesheet

STAFF

All timesheets must be turned in to Human Resources by 10am on Monday.

Employee Name: _____

Dept #: _____

Salary: _____ per Hour

Please note: Altering, falsifying, or tampering with hours worked or recording hours worked on another employee's timesheet may result in disciplinary action, up to and including termination of employment and/or legal action.

DAY	DATE	MORNING		AFTERNOON		EVENING		REGULAR HOURS	OVERTIME (O.T.) HOURS**
		IN	OUT	IN	OUT	IN	OUT		
MONDAY								0.00	
TUESDAY								0.00	
WEDNESDAY								0.00	
THURSDAY								0.00	
FRIDAY								0.00	
SATURDAY								0.00	
SUNDAY								0.00	
Total Hours for 1st Week:								0.00	0.00

MONDAY								0.00	
TUESDAY								0.00	
WEDNESDAY								0.00	
THURSDAY								0.00	
FRIDAY								0.00	
SATURDAY								0.00	
SUNDAY								0.00	
Total Hours for 2nd Week:								0.00	0.00

PLEASE NOTE:

- ALL timesheets MUST be signed by employee/student and supervisor.**
- Timesheets are due on the Thursday BEFORE the pay date.
- Students are limited to only working 15 hours per week during the school semester.
- Please follow the following format when completing timesheet:
 15 minutes = .25 hours 30 minutes = .5 hours
 45 minutes = .75 hours 60 minutes = 1 hour
 (example: 1 hour and 45 minutes = 1.75)

Total Regular Hours: 0.00

Total O.T. Hours: 0.00

**O.T.= hours worked in excess of 40 hours per week.

5. USE MILITARY TIME (see equivalents on the next tab)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____