



# TIMESHEET TRANSACTION

## EMPLOYEE

Campus

Category

Emp #

Employee Name (Last Name, First Name)

## FUNCTION

### Employment Class

Job Code

Job Title

Hourly Rate (hors convention, only)

### Service / Discipline

Code

Description

Comments

## TIMESHEET

Budget Code

Timesheet Type

Please indicate the hours worked per day

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Replacement/Substitution for (name of person)

## SIGNATURES

Employee

Immediate Supervisor

Payroll Technician Initials

Date Entered

Director