

EMPLOYEE _____ **LAST 4 DIGITS OF SS#** _____

For Month Ended:_____ **POSITION:**_____

Date	Time In	Time Out	Total Hours

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Budget Unit _____

*****OFFICE USE ONLY*****

Number of Hours _____ x Rate of Pay _____ = Total Due _____