

Weekly Time Sheet
Department of Physics

Please return completed and signed time sheet weekly to the box outside of Jefferson 241 by Wednesday. You will be paid the following Friday. If you need assistance, please see Carol Davis in Jefferson 241.

Name _____

HUID _____

Address _____

Type of work _____ Lab Group _____

Date of Week Worked _____

Number of Hours

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Total Hours	
-------------	--

x Hourly Rate	
---------------	--

= Total Pay	
-------------	--

Employees Signature _____

Approved By _____

(For Office Use Only)

PS Job # _____

Submitted Session _____