(Revised 07/01/93)

VIRGINIA STATE UNIVERSITY
VSU TIME SHEET FOR HOURLY EMPLOYEES FOR PAY PERIOD BEGINNING _____& ENDING _____, 2009
(Please record for pay period only – 1st through 15th or 16th through the end of the month)

EMPLOYEE NAME:_____ EMPLOYEE ID #_____

PAY PERIOD	DAY OF WEEK	DAY OF MONTH	TIME IN AM / PM	TIME OUT	LESS LUNCH	HOURS WORKED (hours & fractions)
	Saturday					
W	Sunday					
E	Monday					
E	Tuesday					
K	Wednesday					
	Thursday					
1	Friday					
				WEEK 1 TOTAL		*
	Saturday					
W	Sunday					
E	Monday					
E	Tuesday					
K	Wednesday					
	Thursday					
2	Friday					
				WEEK 2 TOTAL		*
	Saturday					
W	Sunday					
E	Monday					
E	Tuesday					
K	Wednesday					
	Thursday					
3	Friday					
				WEEK 3 TOTAL		*

(IF NEEDED, PLEASE SEE REVERSE SIDE FOR WEEK 4)

TO DETERMINE HOURS FOR STRAIGHT-TIME AND OVERTIME:
*Use Over-time block to compute all weekly totals in excess of 40 hours

STRAIGHT-TIME (Up to 40 hrs. per week): Weeks 1+2+3+4	=_____X $ _____ = $_____
*OVER-TIME (Over 40 hrs. each week): Weeks 1+2+3+4	=_____X $ _____ = $_____
GRAND TOTAL FOR PAY PERIOD (straight-time + over-time)	= $_____

(Please include an A-21 FOR OVERTIME and deliver typed time sheet to Payroll Office on the first working day after each PAY PERIOD.)

EMPLOYEE_____ SUPERVISOR_____Date_____
 (SIGNATURE) (SIGNATURE)

BUDGET CODE:_____ DEPT:_____