

# SVU Timesheet

	in	out	in	out	TOTAL
M					
T					
W					
R					
F					
Sa					
Su					
TOTAL TIME ACTUALLY WORKED (NOT INCLUDING OVERTIME, SICK, VACATION ETC.):					


week 2

M					
T					
W					
R					
F					
Sa					
Su					
TOTAL TIME ACTUALLY WORKED (NOT INCLUDING OVERTIME, SICK, VACATION ETC.):					

full-time only

	OT
	SICK
	VAC
	PER
	H/B
	F
	SHIF

**All timesheets** must be turned every other **Monday** on or **before 12:00** noon. Submit timesheets to your supervisor or deliver them yourself to **310 Main** to be sure you get paid.



SELECT ONE:  
 Staff  
 Student

PERIOD BEGINNING: \_\_\_\_\_ (mm/dd)

PERIOD ENDING: \_\_\_\_\_ (mm/dd)

NAME: \_\_\_\_\_

DEPT: \_\_\_\_\_

**X** \_\_\_\_\_  
Employee signature

**X** \_\_\_\_\_  
Supervisor signature

- OT – Overtime
- SICK – Sick
- VAC – Vacation
- P – Personal
- H/B – Holiday/Birthday
- F – FMLA
- SHIF – Shift Differential

**TOTAL HOURS  
PHYSICALLY WORKED**

Round time to decimals  
 ex: 67.75, 10.25  
*(please do not include overtime,  
 use the "OT total" box to the right).*

**TOTALS**

	OT
	SICK
	VAC
	PER
	HOL/B
	SHIF