BI-WEEKLY/DAILY TIME SHEET FOR THE DEPARTMENT OF PHYSICS "HOURLY" PAYROLL ONLY.

DURING THIS PAY PERIOD, DID YOU WORK ON A DIFFERENT ACCOUNT ANYWHERE ELSE IN THE UNIVERSITY? YES _____ NO _____
DID YOU WORK OVERTIME? (I.E., MORE THAN 8 HOURS IN A DAY OR 40 HOURS IN A 7-DAY WEEK? YES _____ NO _____

1. Date	2. From	3. To	4. Hours	5. Duties	6. Business Office Use Only

7. _____
Employee Name (Printed)

8. _____
UIN

9. _____
NETID

10. _____
Professor you work for

11. _____
Your hourly rate, if known

12. Department of Physics
Department

13. _____
Employee's Signature

14. _____
Supervisor's Signature

15. Week 1: _____ Total Hours

16. Week 2: _____ Total Hours

17. _____ Grand Total

TIME SHEETS ARE DUE EVERY OTHER MONDAY BEFORE 10 A.M. THE EMPLOYEE AND THE SUPERVISOR MUST INITIAL CORRECTIONS, LINEOUTS, OR CROSS-OUTS BEFORE SUBMISSION TO THE BUSINESS OFFICE.

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