

Timesheet Psychology Department

Name: _____

Employee # (If known): _____

(NOT Student #)

(Date) From: _____

To: _____

(One week only)

(Saturday)

(Friday)

COURSE/OTHER: INSTRUCTOR:				COURSE/OTHER: INSTRUCTOR:				COURSE/OTHER: INSTRUCTOR:				COURSE/OTHER: INSTRUCTOR:			
Day	Start Time	End Time	Total Time	Day	Start Time	End Time	Total Time	Day	Start Time	End Time	Total Time	Day	Start Time	End Time	Total Time
Saturday				Saturday				Saturday				Saturday			
Sunday				Sunday				Sunday				Sunday			
Monday				Monday				Monday				Monday			
Tuesday				Tuesday				Tuesday				Tuesday			
Wednesday				Wednesday				Wednesday				Wednesday			
Thursday				Thursday				Thursday				Thursday			
Friday				Friday				Friday				Friday			
WEEKLY TOTAL:				WEEKLY TOTAL:				WEEKLY TOTAL:				WEEKLY TOTAL:			
SUPERVISOR: (Signature)				SUPERVISOR: (Signature)				SUPERVISOR: (Signature)				SUPERVISOR: (Signature)			

PLEASE NOTE:

1. Grader/Marker and Teaching Asst. hours should be submitted on the same timesheets as student research assistants, etc.
2. Timesheet should be FULLY completed. Please specify A.M or P.M.
3. If working part of an hour, time will be paid in 15 minute increments only.
4. Only actual hours worked are to be submitted and authorized by your supervisor. Pre-signing of the time-sheets is not allowed
5. Timesheets are due no later than 3:00 P.M. every Thursday and delivered to the General Office, P404 Duff Roblin
(Unless otherwise posted or emailed)
6. Ensure that you do not submit conflicting hours with other appointments you may have on campus.