

**seas blank bi-weekly timesheet**

\_\_\_\_\_  
name

\_\_\_\_\_  
social sec. no. (last 4 digits only)

\_\_\_\_\_  
dept./course

\_\_\_\_\_  
date

Type dates and hours below.

**number of hours worked per day**

for work week	mon	tue	wed	thu	fri	sat	sun	total
for work week	mon	tue	wed	thu	fri	sat	sun	total
							<b>grand total</b>	

CHECK here if this assignment is ending

CHECK here if you are leaving the University

Direct deposit is mandatory.  Earnings statement will be mailed to the address recorded on tax forms.  Submit timesheet every two (2) weeks; otherwise, late submission of hours will be paid, but delayed from system payroll.	A separate timesheet is required for each job. Each job will have a different PTAE0. If more than one job, please specify the PTAE0 for this timesheet.  ___/___/___/___/___/___ -101- ___/___/___/___/___/___ Project No. Award No.  ___/___/___/___/___ Organization No.
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**I certify that the above record is true and exact to the best of my knowledge.**

\_\_\_\_\_  
employee's signature

\_\_\_\_\_  
date

\_\_\_\_\_  
supervisor's signature or dept. designee)

\_\_\_\_\_  
date

\_\_\_\_\_  
supervisor's name (please print legibly)