

**Time sheets are due by noon the Thursday of payweek**

**Western Michigan University**

**Time Report**

This form is to be completed on a daily basis and it must be received by the department with the appropriate signature prior to authorization for payment of hours on the regular Payroll Time Sheet. The employee must account for all of the time she/he is scheduled to work during each pay period on this Time Report. Do not include unpaid lunch periods.

<b>Name (Last, First):</b>	
<b>Employee ID (not WIN)</b>	

<b>Job Title:</b>	
<b>Supervisor:</b>	

DAY	DATE	MORNING		AFTERNOON		EVENING		REGULAR HOURS	REASON FOR ANY ABSENCE	DAILY TOTAL HOURS
		TIME BEGAN	TIME ENDED	TIME BEGAN	TIME ENDED	TIME BEGAN	TIME ENDED			
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										
SUNDAY										

									<b>TOTAL HOURS - FIRST WEEK -----&gt;</b>	<b>0</b>
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MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										
SUNDAY										

									<b>TOTAL HOURS - SECOND WEEK- --&gt;</b>	<b>0</b>
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									<b>TOTAL HOURS FOR PAY PERIOD -----&gt;</b>	
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I certify that this Time Report is an accurate and complete record of time actually worked during this period. Reasons for any absence are correctly stated by me and I hereby request any applicable pay for the absences as prescribed by any specific policies and regulations involved in Accordance with applicable University policies.

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**Employee Signature**

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**Supervisor Signature**

**This Form Must be Retained in the Departmental Files For Three Years -- DO NOT SEND THIS FORM TO PAYROLL.**