

Austin Peay State University

Clerical/Support Employee Manual Time Sheet

PLEASE READ IMPORTANT INSTRUCTIONS: Please use this timesheet if you did not complete your timesheet in Self Service for the pay period. Once you have completed the timesheet, forward it to your supervisor for approval via e-mail. Your supervisor will then forward the timesheet to grachaninr@apsu.edu.

Employee Name: _____			Banner ID#: _____			Pay Period _____ - _____		
Week One – Hours Worked								
Day	Date	Regular Time						TOTAL
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Week Two – Hours Worked								
Day	Date	Regular Time						TOTAL
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Week One – TOTAL: _____			Week Two – TOTAL: _____			Pay Period – TOTAL: _____		
<p>By submitting this timesheet, I certify the hours recorded on this sheet are true and correct. I also understand I need to e-mail this completed timesheet to my supervisor from my APSU e-mail address.</p> <p>Employee: _____ Date: _____</p>					<p>By typing my name and submitting this timesheet to grachaninr@apsu.edu from my APSU e-mail address, I approve the hours listed above.</p> <p>Approver: _____ Date: _____</p>			