

# Student and Temp Manual Timesheet

Employee Name \_\_\_\_\_ A Number \_\_\_\_\_ Position # \_\_\_\_\_

Pay Period Start Date \_\_\_\_\_ Pay Period End Date \_\_\_\_\_ Pay Date \_\_\_\_\_ Suffix # \_\_\_\_\_

Approver's Name: \_\_\_\_\_

Week 1 Total Worked	Regular Hours	Overtime
Week 2 Total Worked	Regular Hours	Overtime

**Per Federal law if you are scheduled to work 6 hours or more you must take  
a 30 min unpaid, uninterrupted break**

Date(s)	Time In	Lunch Start	Lunch End	Time Out	Hours Worked
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
<b>Week 1 Total</b>					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
<b>Week 2 Total</b>					

Submitted BY Name: _____	DATE: _____
<b>By entering your name and submitting this timesheet you, the employee, certify the hours listed are true and correct</b>	
Employee: Email this completed timesheet to your supervisor from your APSU email Address	
Approver E-Signature: _____	DATE: _____

Approve by signing with adobe and emailing the timesheet (Do not print) to payroll, [grachaninr@apsu.edu](mailto:grachaninr@apsu.edu) and [weyantj@apsu.edu](mailto:weyantj@apsu.edu)

Comments