PERIOD ENDING [   ]   NAME [   ]

DEPARTMENT [   ]   ACCOUNT# [   ]   Status [   ]

WEEK 1:

Day	Date	IN	OUT	IN	OUT	IN	OUT		Total For Day
M									
Tu									
W									
Th									
F									
S									
S									

TOTAL HOURS FOR PAY WEEK 1:

Regular Hours	Overtime Hours	Vacation Hours	Personal Hours	Sick Hours	Total Hours

WEEK 2:

Day	Date	IN	OUT	IN	OUT	IN	OUT		Total For Day
M									
Tu									
W									
Th									
F									
S									
S									

TOTAL HOURS FOR PAY WEEK 2:

Regular Hours	Overtime Hours	Vacation Hours	Personal Hours	Sick Hours	Total Hours

TOTAL PAY PERIOD:

Regular Hours	Overtime Hours	Vacation Hours	Personal Hours	Sick Hours	Total Hours

Timesheets must be received in the Payroll Office by noon on Monday, the week of payday.

I hereby certify that the above is a true and correct account of the labor hours worked in the service of Capital University.

Signature of Employee: _____

Authorization of Dept. Head: _____

Employees claiming vacation or sick hours in this pay period must submit a claim form so that these hours will be reflected in the calculation of total hours for this pay period. Pay weeks are from Monday through Sunday. **In the event the University is closed on a Monday, Timesheets should be turned in on the last day worked prior to the Holiday**.