$\square$


Note: Timesheets must be submitted by $\mathbf{1 2}$ NOON Monday immediately following the end of a pay period. Timesheets received after the deadline may be processed for the following pay date. Pay day is every other Friday. A schedule of pay periods and dates is available on MySLC.

|  | Date | Time In | Time Out | Time In | Time Out | Hours Worked | Vacation | Sick | Personal | Holiday/ Other Time* |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Monday |  |  |  |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | 0.00 |  |  | eek 1 Total: | 0.00 |



|  | Regular Work <br> Week | My Regular <br> Hours | My Excess Hours <br> $(\mathbf{3 5}-\mathbf{4 0}$ Hours) | My Overtime <br> Hours (40 hours + $\mathbf{)}$ | Paid Time Off Used |
| :--- | :---: | :--- | :--- | :--- | :--- |
| Week $\mathbf{1}$ | 35 | 0.00 | 0.00 | 0.00 | Vac: 0.00 Sick: 0.00 <br> Personal: 0.00 Hol/Other: 0.00 |
| Week $\mathbf{2}$ | 35 | 0.00 | 0.00 | 0.00 | Vac: 0.00 Sick: 0.00 <br> Personal: 0.00 Hol/Other: 0.00 |
| Total: | 70 | 0.00 | 0.00 | 0.00 | Vac: 0.00 Sick: 0.00 <br> Personal: 0.00 Hol/Other: 0.00 |

*Comments-- Please add a comment for "Other Time" used (i.e. bereavement, jury duty, etc.)
$\square$

I hereby certify I have entered the information on this time sheet and it represents a true statement of hours worked on days/dates referenced above. Employee Signature: $\qquad$ Date:

I hereby certify I am authorized to sign this timesheet. Furthermore, I have confirmed days and hours reported are accurate. Supervisor Name:
$\qquad$ Date: $\square$

