



# MANUAL TIME SHEET

REVISED

(INCLUDE ALL HOURS WORKED IN PAY PERIOD)

PAYROLL BW# _____	PAY PERIOD DATES: ____/____/____ through ____/____/____ <div style="text-align: center; font-size: small;">DD      MMM      YYYY                      DD      MMM      YYYY</div>	
NAME	M#	TIME SHEET ORG #
POSITION #/SUFFIX	POSITION EFFECTIVE DATE (DD-MMM-YYYY)	TIME SHEET ORG NAME

EARN CODE	SHIFT	PAY PERIOD TOTAL HOURS	SU	MO	TU	WE	TH	FR	SA	RATE	WEEKLY TOTAL HOURS	SU	MO	TU	WE	TH	FR	SA	RATE	WEEKLY TOTAL HOURS		
PAY PERIOD TOTAL:											WEEKLY TOTAL:										WEEKLY TOTAL:	

LABOR DISTRIBUTION OVERRIDE			
EARN CODE	TOTAL HOURS	INDEX OVERRIDE	ACCOUNT OVERRIDE
<b>TOTAL</b>			

**COMMENTS:**

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EMPLOYEE'S SIGNATURE: \_\_\_\_\_  
 DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_  
 DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_