

Employee Name _____

Employee ID _____

Department/Administrative Unit _____

Total Regularly Scheduled Hours _____

Hourly Rate _____

Week 1		to			
Period Covered					
	In	Out	Total Hours	Supervisor's Notes/Initials	
Monday	-----	-----			
Tuesday	-----	-----			
Wednesday	-----	-----			
Thursday	-----	-----			
Friday	-----	-----			
Saturday	-----	-----			
Sunday	-----	-----			
Total Hours Worked			_____		
Approved Overtime Hours			_____		

Week 2		to			
Period Covered					
	In	Out	Total Hours	Supervisor's Notes/Initials	
Monday	-----	-----			
Tuesday	-----	-----			
Wednesday	-----	-----			
Thursday	-----	-----			
Friday	-----	-----			
Saturday	-----	-----			
Sunday	-----	-----			
Total Hours Worked			_____		
Approved Overtime Hours			_____		

Employee Signature and Date _____

Signature of Supervisor/Administrator and Date _____

Account Number _____

Instructions: Enter (digitally or in ink) time in and out, and hours worked on a daily basis.
Any employee who works more than five hours must take at least a 30-minute break and exclude this time from the total hours.

Please Note:

This form must be prepared for each casual employee, signed by the employee, and submitted to the employee's supervisor at the close of each two-week period, where it is signed by the supervisor. The hours must then be entered into FFE for the employee. For the payroll calendar, please go to: <http://finance.columbia.edu/controller/payroll/index.html>
Completion of time sheets is a legal requirement of the Fair Labor Standards Act and a negotiated contractual requirement.