## EAST TEXAS BAPTIST UNIVERSITY TIME SHEET (FOR SEMI-MONTHLY EMPLOYEES)

NAME	DEPT								M	YEAR		
DAY	DATE	IN	OUT	IN	OUT	IN	OUT	IN	OUT	TOTAL	HOURS WORKED	
Sunday												
Monday												
Tuesday									+			
Wednesday												
Thursday												
Friday			1						++			
Saturday												
TOTAL HOURS FOR WEEK												
DAY	DATE	IN	OUT	IN	OUT	IN	OUT	IN	OUT	TOTAL	HOURS WORKED	
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
-					_		OURS F					
DAY	DATE	IN	OUT	IN	OUT	IN	OUT	IN	OUT	TOTAL	HOURS WORKED	
Sunday												
Monday												
Tuesday												
Wednesday									++			
Thursday									+ +			
Friday									+ +			
Saturday												
					TOT	ΓAL H	OURS F	OR W	'EEK			
				TO	TAL HC	URS	FOR PA	Y PEF	RIOD			
Instruct	ions:											
in to the Pay dates.	in and time- usually the a roll Office by set must be file	out infor 15th and 10:00 a	rmation. I d 31st of ea.m. on the	Time re each mo e times	ports can onth. In o heet due	not be forder to date. P	receive pa Please refe	ayment er to the	on these d Semi-Mor	nthly Pay Sche	ets must be turned dule for exact due rroll check on the	
I hereby certify the of my time worked				record								
SIGNATURE OF EMPLOYEE								SIG	SIGNATURE OF SUPERVISOR			