

EASTERN OREGON UNIVERSITY

Temporary Employee Time Sheet

Due in Payroll at 5:00 PM on the 15th **OR** on Friday at 5 PM if the 15th falls on Saturday or Sunday. Late time sheets will be processed on the next regular payroll.

NAME (Please Print): _____ SSN _____

Work Month _____

Hours _____ Rate _____ Index Code _____

Payroll Use Only

Hours _____ Rate _____ Index Code _____

Hours _____ Rate _____ Index Code _____

DATE	IN	OUT	TOTAL	DATE	IN	OUT	TOTAL
15				31			
16				01			
17				02			
18				03			
19				04			
20				05			
21				06			
22				07			
23				08			
24				09			
25				10			
26				11			
27				12			
28				13			
29				14			
30							

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

SUPERVISOR NAME (PLEASE PRINT)