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):

Work Month Hours Hours

|  |  |
| --- | --- |
|  Rate Index Code  Rate Index Code  Rate Index Code  | Payroll Use Only |
|  |
|  |
|  |
|  | 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 |  |  |  |  |
|  |  |

Hours

SSN

EMPLOYEE SIGNATURE DATE

SUPERVISOR SIGNATURE DATE

SUPERVISOR NAME (PLEASE PRINT)

5/02