Punch Timesheet

The purpose of this form is to report time to the Time and Labor team that is past the manager's access for changes. Managers can enter time current pay period and one pay period back; forms that are received within the manager's access timeframe will be returned. Emails will not accepted in lieu of this form. However, the form may be emailed. This form must be signed by the manager and employee for processing, dignatures will not be accepted. This form must be submitted by the campus HR department for processing.

Week One Time Reporting Code IN Lunch Out Lunch In Out Total Hot Saturday Sunday Monday Tuesday Wednesday Thursday Friday Week Two Time Reporting Code IN Lunch Out Lunch In Out Total Hot Saturday Sunday Monday Tuesday Friday Week Two Time Reporting Code IN Lunch Out Lunch In Out Total Hot Saturday Sunday Monday Tuesday Wednesday Thursday Friday Employee Name: Manager Name Employee Signature Date: HR Name: HR Signature	This form should	ld Elasped TIMESHEET							
Week One Time Reporting Code IN Lunch Out Lunch In Out Total Hot Saturday Sunday Monday Tuesday Wednesday Thursday Friday Week Two Time Reporting Code IN Lunch Out Lunch In Out Total Hot Saturday Sunday Monday Tuesday Wendesday Thursday Friday Monday Tuesday Monday Tuesday Monday Tuesday Friday Mednesday Thursday Friday Mednesday Thursday Friday Mednesday Thursday Friday Employee Name: Manager Name Employee Signature Manager Signature Date: HR Name: HR Signature	Employe Name:	: Employee ID # :							
Saturday Sunday Monday Tuesday Wednesday Thursday Friday Week Two Time Reporting Code IN Lunch Out Lunch In Out Total Hot Saturday Sunday Monday Tuesday Wednesday Thursday Friday Friday Wednesday Thursday Friday Employee Name: Employee Signature Date: HR Name: HR Signature	Timesheet Record #	# Campus :	Pay Period End Date:						
Sunday Monday Tuesday Wednesday Thursday Friday Week Two Time Reporting Code IN Lunch Out Lunch In Out Total Hot Saturday Sunday Monday Tuesday Wednesday Thursday Friday Employee Name: Manager Name Employee Signature Date: HR Name: HR Signature	Week One		Time Reporting Code	IN	Lunch Out	Lunch In	Out	Total Hours	
Monday Tuesday Wednesday Thursday Friday Week Two Time Reporting Code IN Lunch Out Lunch In Out Total House Saturday Sunday Monday Tuesday Wednesday Thursday Friday Employee Name: Manager Name Employee Signature Date: HR Name: HR Signature	Saturday								
Tuesday Wednesday Thursday Friday Week Two Time Reporting Code IN Lunch Out Lunch In Out Total House Saturday Sunday Monday Tuesday Wednesday Thursday Friday Employee Name: Manager Signature Date: HR Name: HR Signature	Sunday								
Wednesday Thursday Friday Week Two Time Reporting Code IN Lunch Out Lunch In Out Total Hot Saturday Sunday Monday Tuesday Wednesday Thursday Friday Employee Name: Manager Name Employee Signature Date: HR Name: HR Signature	Monday								
Thursday Friday Week Two Time Reporting Code IN Lunch Out Lunch In Out Total House Saturday Sunday Monday Tuesday Wednesday Thursday Friday Employee Name: Manager Name Employee Signature Date: HR Name: HR Signature	Tuesday								
Friday Week Two Time Reporting Code IN Lunch Out Lunch In Out Total Hot Saturday Sunday Monday Tuesday Wednesday Thursday Friday Employee Name: Manager Name Employee Signature Date: HR Name: HR Signature	Wednesday								
Week Two Time Reporting Code IN Lunch Out Lunch In Out Total House Saturday Sunday Monday Tuesday Wednesday Thursday Friday Employee Name: Manager Name Employee Signature Manager Signature Date: HR Name: HR Signature	Thursday								
Saturday Sunday Monday Tuesday Wednesday Thursday Friday Employee Name: Manager Name Employee Signature Manager Signature Date: HR Name: HR Signature	Friday								
Sunday Monday Tuesday Wednesday Thursday Friday Employee Name: Manager Name Employee Signature Manager Signature Date: HR Name: HR Signature	Week Two		Time Reporting Code	IN	Lunch Out	Lunch In	Out	Total Hours	
Monday Tuesday Wednesday Thursday Friday Employee Name: Manager Name Employee Signature Manager Signature Date: HR Name: HR Signature	Saturday								
Tuesday Wednesday Thursday Friday Employee Name: Manager Name Employee Signature Manager Signature Date: HR Name: HR Signature	Sunday								
Wednesday Thursday Friday Employee Name: Manager Name Employee Signature Manager Signature Date: HR Name: HR Signature	Monday								
Thursday Friday Employee Name: Manager Name Employee Signature Manager Signature Date: HR Name: HR Signature	Tuesday								
Friday Employee Name: Manager Name Employee Signature Manager Signature Date: HR Name: HR Signature	Wednesday								
Employee Name: Manager Name Employee Signature Manager Signature Date: HR Name: HR Signature	Thursday								
Employee Signature Date: HR Name: HR Signature	Friday								
Date: HR Name: HR Signature	Employee Name:		Manaç	Manager Name					
HR Name: HR Signature	Employee Signature		Manager Signature						
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	HR Name:		HR Signature						
Internal Received Date: Processed Date:	Internal	Received Date:							