

# 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, digital signatures will not be accepted. This form must be submitted by the campus HR department for processing.

This form should Elapsed TIMESHEET

Employee Name:

Employee ID # :

Timesheet Record #

Campus :

Pay Period End Date:

Week One	Time Reporting Code	IN	Lunch Out	Lunch In	Out	Total Hours
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Week Two	Time Reporting Code	IN	Lunch Out	Lunch In	Out	Total Hours
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Employee Name:

Manager Name

Employee Signature

Manager Signature

Date:

HR Name:

HR Signature

Internal

Received Date:

Processed Date:

Processed By: