

**DEPARTMENT OF ANIMAL BIOSCIENCES**  
**Timesheet**

Name: \_\_\_\_\_

Pay Period: Friday \_\_\_\_\_, \_\_\_\_\_ to Thursday \_\_\_\_\_, \_\_\_\_\_  
(day/month) (year) (day/month) (year)

|                         | Day/<br>Month | Regular Hours<br>(report in hours) | Overtime<br>Hours<br>(report in hours) | Vacation Days<br>(report as full<br>or part day) | Sick Days<br>(report as full or<br>part days) | Other<br>(PPL,<br>Compassionate)  |
|-------------------------|---------------|------------------------------------|--|--|---|-----------------------------------|
| Friday                  |               |                                    |  |  |   |                                   |
| Saturday                |               |                                    |  |  |   |                                   |
| Sunday                  |               |                                    |  |  |   |                                   |
| Monday                  |               |                                    |  |  |   |                                   |
| Tuesday                 |               |                                    |  |  |   |                                   |
| Wednesday               |               |                                    |  |  |   |                                   |
| Thursday                |               |                                    |  |  |   |                                   |
| Friday                  |               |                                    |  |  |   |                                   |
| Saturday                |               |                                    |  |  |   |                                   |
| Sunday                  |               |                                    |  |  |   |                                   |
| Monday                  |               |                                    |  |  |   |                                   |
| Tuesday                 |               |                                    |  |  |   |                                   |
| Wednesday               |               |                                    |  |  |   |                                   |
| Thursday                |               |                                    |  |  |   |                                   |
| <b>TOTAL</b>            |               |                                    |  |  |   |                                   |
| FOR OFFICE USE<br>Seq # |               | PB                                 | PJ<br>PK                               | NL<br>recorded <input type="checkbox"/>          | NA<br>recorded <input type="checkbox"/>       | recorded <input type="checkbox"/> |

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(please have your supervisor sign your timesheet prior to submitting to Main Office)

\*NOTE: Timesheets are due in the Main Office by noon on the last Thursday of the timesheet period