



**FACULTY**

**MONTHLY TIME SHEET**

**Temporary (HR) Positions**

**Payroll ID: EM**

**Pay Period:** \_\_\_\_\_

| Name                |    |                   | Banner ID                      |    |    | Position: |
|---------------------|----|-------------------|--------------------------------|----|----|-----------|
|                     |    |                   |                                |    |    |           |
| 1                   | 2  | 3                 | 4                              | 5  | 6  | 7         |
| 8                   | 9  | 10                | 11                             | 12 | 13 | 14        |
| 15                  | 16 | 17                | 18                             | 19 | 20 | 21        |
| 22                  | 23 | 24                | 25                             | 26 | 27 | 28        |
| 29                  | 30 | 31                |                                |    |    |           |
| <b>Total Hours:</b> |    | <b>Earn Code:</b> | <b>Event / Account String:</b> |    |    |           |
|                     |    |                   |                                |    |    |           |

**I hereby certify that this time report correctly reflects all time worked by me for the pay period indicated.**

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

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

**Supervisor Name:** \_\_\_\_\_