

UNIVERSITY OF MARYLAND - COLLEGE PARK - HOURLY EMPLOYEE TIMESHEET

DEPARTMENT OF NATURAL RESOURCE SCIENCES & LANDSCAPE ARCHITECTURE

NAME: _____ SOCIAL SECURITY NO: _____ PHONE NO: _____

PAY PERIOD BEGINNING SUNDAY _____ AND ENDING SATURDAY _____
 MO-DAY-YR MO-DAY-YR

WEEK ONE

(Show total hours to the nearest quarter hour)

DAY	MO/DAY/YR	TIME IN	TIME OUT	HRS	TIME IN	TIME OUT	HRS	TIME IN	TIME OUT	HRS	TOTAL HRS
SUN											
MON											
TUE											
WED											
THU											
FRI											
SAT											
FIRST WEEK TOTAL HOURS											

WEEK TWO

(Show total hours to the nearest quarter hour)

DAY	MO/DAY/YR	TIME IN	TIME OUT	HRS	TIME IN	TIME OUT	HRS	TIME IN	TIME OUT	HRS	TOTAL HRS
SUN											
MON											
TUE											
WED											
THU											
FRI											
SAT											
SECOND WEEK TOTAL HOURS											
TOTAL BI-WEEKLY HOURS											
HOURLY RATE											
TOTAL PAY											

I CERTIFY THAT I HAVE WORKED THE HOURS RECORDED ABOVE

 EMPLOYEE SIGNATURE DATE

TO BE CHARGED AS FOLLOWS:

FRS ACCOUNT NO.	DATE EXPIRES	HOURS

I CERTIFY THAT THE ABOVE IS A TRUE STATEMENT OF HOURS WORKED, THAT THE EMPLOYEE HAS PERFORMED IN A SATISFACTORY MANNER, AND THAT THIS IS A PROPER CHARGE TO THE ACCOUNT SHOWN.

 SUPERVISOR OR PROJECT DIRECTOR-SIGNATURE AND TITLE PHONE # _____ DATE _____

NATURAL RESOURCE SCIENCES & LANDSCAPE ARCHITECTURE FAX AND VOICE NUMBERS

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