

SIMMONS COLLEGE OF KENTUCKY

Payroll Timesheet

Name: _____

Week of: _____

Hours Worked:

	Time In	Time Out	Time In	Time Out	Total Hours
Sunday Date: __	_____	_____	_____	_____	_____
Monday: Date: __	_____	_____	_____	_____	_____
Tuesday Date: __	_____	_____	_____	_____	_____
Wednesday Date: __	_____	_____	_____	_____	_____
Thursday Date: __	_____	_____	_____	_____	_____
Friday Date: __	_____	_____	_____	_____	_____
Saturday Date: __	_____	_____	_____	_____	_____

Total Hours: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

You must take a 30 minute lunch in the middle of your day. You may not work straight through in order to leave early.