**SAIS Weekly Timesheet**

Due to Human Resources/Payroll Office on Monday mornings by 9:00 a.m.

PLEASE PRINT ALL INFORMATION

First Name:_________________________________Middle Initial:_____________Last Name:________________________________________

Program/Office:_____________________________ Monday-Sunday Work Hours:________a.m./p.m. - ______a.m./p.m.

Weekly Period Covered: Monday (mm/dd/yyyy),____________________ thru Friday (mm/dd/yyyy),____________________

Enter HOURS WORKED in quarter increments rounding to the closest increment (e.g. 7.25, 7.50, 7.75 or 8.00) – **NO MILITARY TIME**

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>mm/dd/yyyy</td>
<td>a.m./p.m.</td>
<td></td>
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</tbody>
</table>

**Monday**

Activity:

**Tuesday**

Activity:

**Wednesday**

Activity:

**Thursday**

Activity:

**Friday**

Activity:

**Saturday**

Activity:

**Sunday**

Activity:

**TOTALS**

**SUPERVISORY APPROVAL**

Budget/Cost Center: _________________________________

Standard Rate: $___________ Standard Amount Due: $________

Supervisor’s Name (print): _________________________________

HR Approval By: _________________________________ Date: _________________

Supervisor’s Signature: _________________________________

Date: _________________________________