

SAU TECH TIME SHEET FOR CLASSIFIED (NON-EXEMPT) EMPLOYEES

Name of Employee

Pay Period Covered

Date	Day of	Regular				Overtime		Reg. Hours	O.T. Hours	Hours of Leave Taken			Total Hours	Remarks/ Reasons
		A.M.		P.M.		Start	End			Ann.	Sick	Other		
	Week	Start	End	Start	End	Start	End							
	Mon													
	Tue													
	Wed													
	Thu													
	Fri													
	SAT													
	SUN													
TOTALS														

Date	Day of	Regular				Overtime		Reg. Hours	O.T. Hours	Hours of Leave Taken			Total Hours	Remarks/ Reasons
		A.M.		P.M.		Start	End			Ann.	Sick	Other		
	Week	Start	End	Start	End	Start	End							
	Mon													
	Tue													
	Wed													
	Thu													
	Fri													
	SAT													
	SUN													
TOTALS														

PLEASE RETURN TO THE PAYROLL OFFICE THE 3RD WORKING DAY AFTER THE END OF THE MONTH. THE SIGNATURES BELOW CERTIFY THAT THE HOURS RECORDED ARE CORRECT, AND THAT THERE IS ENOUGH LEAVE ACCRUED TO COVER THE REQUEST. *NOTE: ANY LEAVE WITHOUT PAY/MILITARY LEAVE MUST BE APPROVED BY THE CHANCELLOR.*

SIGNATURE OF EMPLOYEE

DATE

APPROVED BY: SUPERVISOR

DATE

DEPARTMENT

SIGNATURE OF CHANCELLOR

DATE

*Pay Period for overtime purposes ends with the last Sunday in the month.