SEAS *HOURLY* BI-WEEKLY TIME SHEET

Due: 1/6/04 **For Payment:** 1/16/04	If more than one job, please specify the PTAEO for this Time Sheet.
Separate timesheet required for each job. Each job will have a different PTAEO. Direct Deposit is Mandatory. Earnings statement will be mailed to address recorded on tax forms. Must submit every "2" weeks; otherwise late submission of hours will be paid but delayed from system payroll.	_/_/_/_/_/_-**101**-_/_/_/_/_/_/_ Project # Award # _/_/_/_/_ Organization

NAME:	**DEPT. PAID FROM:**
SOC.SEC.#	**DATE:** Jan 2, 2004

WORK WEEK DATE	***THIS IS AN EXAMPLE OF COMPLETING THE TIME SHEET CORRECTLY.*** NUMBER OF HOURS WORKED PER DAY & **DATE WORKED**							
Work Week note below	WED	THUR	FRI	SAT	SUN	MON	TUE	TOTAL
DATE IN BOX	24	25	26	27	28	29	30	
7/24 - 7/30/02	**2**	**0**	**1**	**0**	**0**	**0.5**	**3.25**	**6**

Number of Hours Worked Per Day

WORK WEEK DATE								
Work Week note below	WED	THUR	FRI	SAT	SUN	MON	TUE	TOTAL
DATE IN BOX	24	25	26	27	28	29	30	
12/24-30/03								0.00
Work Week note below	WED	THUR	FRI	SAT	SUN	MON	TUE	TOTAL
DATE IN BOX	31	01	02	03	04	05	06	
12/31-1/6/04								0.00
						Grand Total		0.00

CHECK here if this assignment is ending (this is the last timesheet to be turned in) ☐

Supervisor's Signature (or dept designee) DATE

Supervisor's Name (please **print**)

Employee's Signature DATE

I certify that the above record is true and exact to the best of my knowledge.
updated 4/10/02
Please see http://www.seas.virginia.edu/budget/pphome/depttks.html to find out who to give your timesheet to.