

Employee Time Report

Name: _____

Period Ending September 1 - 15, 2016

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS		
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.	
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday	9/1/16								
Friday	9/2/16								
Saturday									
Sunday									
Monday	9/5/16	Labor Day Holiday							
Tuesday	9/6/16								
Wednesday	9/7/16								
Thursday	9/8/16								
Friday	9/9/16								
Saturday									
Sunday									
Monday	9/12/16								
Tuesday	9/13/16								
Wednesday	9/14/16								
Thursday	9/15/16								
Friday		Web Time Entry due to Supervisor 09/16/15 @ 10am							
Saturday		Supervisor WTE Approval due by 09/16/15 @ 2pm							
Sunday									
Monday		11 working days X 4.0 hrs/day = 44.0 hours							
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending September 16 - 30, 2016

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday		Web Time Entry due to Supervisor 10/01/16 @ 12pm						
Sunday		Supervisor WTE Approval due by 10/01/16 @ 4pm						
Monday								
Tuesday		11 working days X 4.0 hrs/day = 44.0 hours						
Wednesday								
Thursday								
Friday	9/16/16							
Saturday								
Sunday								
Monday	9/19/16							
Tuesday	9/20/16							
Wednesday	9/21/16							
Thursday	9/22/16							
Friday	9/23/16							
Saturday								
Sunday								
Monday	9/26/16							
Tuesday	9/27/16							
Wednesday	9/28/16							
Thursday	9/29/16							
Friday	9/30/16							
Saturday								
Total Hours Worked During Pay Period								

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

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\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending October 1 - 15, 2016

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.
Sunday								
Monday	10/3/16							
Tuesday	10/4/16							
Wednesday	10/5/16							
Thursday	10/6/16							
Friday	10/7/16							
Saturday								
Sunday								
Monday	10/10/16							
Tuesday	10/11/16							
Wednesday	10/12/16							
Thursday	10/13/16							
Friday	10/14/16							
Saturday		Web Time Entry due to Supervisor 10/17/16 @ 12pm						
Sunday		Supervisor WTE Approval due by 10/17/16 @ 4pm						
Monday								
Tuesday		10 working days X 4.0 hrs/day = 40.0 hours						
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Total Hours Worked During Pay Period								

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Hourly Rate

Signature of Employee _____

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\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending October 16 - 31, 2016

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday	10/17/16							
Tuesday	10/18/16							
Wednesday	10/19/16							
Thursday	10/20/16							
Friday	10/21/16							
Saturday								
Sunday								
Monday	10/24/16							
Tuesday	10/25/16							
Wednesday	10/26/16							
Thursday	10/27/16							
Friday	10/28/16							
Saturday								
Sunday								
Monday	10/31/16							
Tuesday		Web Time Entry due to Supervisor 11/01/16 @ 12pm						
Wednesday		Supervisor WTE Approval due by 11/01/16 @ 4pm						
Thursday								
Friday		11 working days X 4.0 hrs/day = 44.0 hours						
Saturday								
Total Hours Worked During Pay Period								

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

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Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

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Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending November 1 - 15, 2016

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.
Sunday								
Monday								
Tuesday	11/1/16							
Wednesday	11/2/16							
Thursday	11/3/16							
Friday	11/4/16							
Saturday								
Sunday								
Monday	11/7/16							
Tuesday	11/8/16							
Wednesday	11/9/16							
Thursday	11/10/16							
Friday	11/11/16							
Saturday								
Sunday								
Monday	11/14/16							
Tuesday	11/15/16							
Wednesday								
Thursday								
Friday								
Saturday		Web Time Entry due to Supervisor 11/16/16 @ 10am						
Sunday		Supervisor WTE Approval due by 11/16/16 @ 2pm						
Monday								
Tuesday		11 working days X 4.0 hrs/day = 44.0 hours						
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Total Hours Worked During Pay Period								

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

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Hourly Rate

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Signature of Supervisor _____

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Gross Pay

Employee Time Report

Name: _____

Period Ending November 16 - 30, 2016

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD					DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.	
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday		11 working days X 4.0 hrs/day = 44.0 hours							
Tuesday									
Wednesday	11/16/16								
Thursday	11/17/16								
Friday	11/18/16								
Saturday									
Sunday									
Monday	11/21/16								
Tuesday	11/22/16								
Wednesday	11/23/16								
Thursday	11/24/16								
Friday	11/25/16								
Saturday									
Sunday									
Monday	11/28/16								
Tuesday	11/29/16								
Wednesday	11/30/16								
Thursday									
Friday		Web Time Entry due to Supervisor 12/01/16 @ 10am							
Saturday		Supervisor WTE Approval due by 12/01/16 @ 2pm							
Total Hours Worked During Pay Period									

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

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Hourly Rate

Signature of Employee _____

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\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending December 1 - 15, 2016

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS		
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.	
Sunday									
Monday									
Tuesday	11 working days X 4.0 hrs/day = 44.0 hours								
Wednesday									
Thursday	12/1/16								
Friday	12/2/16								
Saturday									
Sunday									
Monday	12/5/16								
Tuesday	12/6/16								
Wednesday	12/7/16								
Thursday	12/8/16								
Friday	12/9/16								
Saturday		Web Time Entry due to Supervisor 12/06/16 @ 10am							
Sunday		Supervisor WTE Approval due by 12/06/16 @ 2pm							
Monday	12/12/16	<i>Christmas Holidays</i>							
Tuesday	12/13/16								
Wednesday	12/14/16								
Thursday	12/15/16								
Friday									
Saturday									
Sunday		<i>Christmas Holidays</i>							
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday		<i>Christmas Holidays</i>							
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Total Hours Worked During Pay Period									

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Signature of Employee _____

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Hourly Rate

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

Signature of Supervisor _____

\$ -
Gross Pay

Employee Time Report

















Name: _____

Period Ending December 16 - 31, 2016

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS			
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.		
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
11 working days X 4.0 hrs/day = 44.0 hours										
If you have been approved to work this pay period use blank timesheet after schedule										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday	12/16/16									
Saturday										
Sunday										
Monday	12/19/16									
Tuesday	12/20/16									
Wednesday	12/21/16									
Thursday	12/22/16									
Friday	12/23/16									
Saturday										
Sunday										
Monday	12/26/16	<i>Christmas Holidays</i>								
Tuesday	12/27/16									
Wednesday	12/28/16									
Thursday	12/29/16									
Friday	12/30/16									
Saturday		Web Time Entry due to Supervisor 01/02/17 @ 12pm								
		Supervisor WTE Approval due by 01/02/17 @ 4pm								

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

Signature of Supervisor _____

\$ -
Hourly Rate

\$ -
Gross Pay

Employee Time Report

Name: _____

Period Ending January 1 - 15, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.
Sunday								
Monday	1/2/17							
Tuesday	1/3/17							
Wednesday	1/4/17							
Thursday	1/5/17							
Friday	1/6/17							
Saturday								
Sunday								
Monday	1/9/17							
Tuesday	1/10/17							
Wednesday	1/11/17							
Thursday	1/12/17							
Friday	1/13/17							
Saturday		Web Time Entry due to Supervisor 01/17/17 @ 12pm						
Sunday		Supervisor WTE Approval due by 01/17/17 @ 4pm						
Monday								
Tuesday		10 working days X 4.0 hrs/day = 40.0 hours						
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Total Hours Worked During Pay Period								

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Hourly Rate

Signature of Employee _____

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\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending January 16 - 31, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD					DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.	
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday		12 working days X 4.0 hrs/day = 48.0 hours							
Saturday									
Sunday									
Monday	1/16/17	Martin Luther King Holiday							
Tuesday	1/17/17								
Wednesday	1/18/17								
Thursday	1/19/17								
Friday	1/20/17								
Saturday									
Sunday									
Monday	1/23/17								
Tuesday	1/24/17								
Wednesday	1/25/17								
Thursday	1/26/17								
Friday	1/27/17								
Saturday									
Sunday									
Monday	1/30/17								
Tuesday	1/31/17								
Wednesday									
Thursday		Web Time Entry due to Supervisor 02/01/17 @ 10am							
Friday		Supervisor WTE Approval due by 02/01/17 @ 2pm							
Saturday									

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

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Hourly Rate

Signature of Employee _____

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\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending February 1 - 15, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.
Sunday								
Monday								
Tuesday								
Wednesday	2/1/17							
Thursday	2/2/17							
Friday	2/3/17							
Saturday								
Sunday								
Monday	2/6/17							
Tuesday	2/7/17							
Wednesday	2/8/17							
Thursday	2/9/17							
Friday	2/10/17							
Saturday								
Sunday								
Monday	2/13/17							
Tuesday	2/14/17							
Wednesday	2/15/17							
Thursday								
Friday								
Saturday		Web Time Entry due to Supervisor 02/14/17 @ 10am						
Sunday		Supervisor WTE Approval due by 02/14/17 @ 2pm						
Monday								
Tuesday		11 working days X 4.0 hrs/day = 44.0 hours						
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Total Hours Worked During Pay Period

--	--

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

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Hourly Rate

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\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending February 16 - 28, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday	2/16/17							
Friday	2/17/17							
Saturday								
Sunday								
Monday	2/20/17							
Tuesday	2/21/17							
Wednesday	2/22/17							
Thursday	2/23/17							
Friday	2/24/17							
Saturday								
Sunday								
Monday	2/27/17							
Tuesday	2/28/17							
Wednesday								
Thursday								
Friday								
Saturday								

9 working days X 4.0 hrs/day = 36.0 hours

Web Time Entry due to Supervisor 03/01/17 @ 10am

Supervisor WTE Approval due by 03/01/17 @ 2pm

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

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Signature of Supervisor _____

\$ -
Hourly Rate

\$ -
Gross Pay

Employee Time Report

Name: _____

Period Ending March 1 - 15, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.
Sunday								
Monday								
Tuesday								
Wednesday	3/1/17							
Thursday	3/2/17							
Friday	3/3/17							
Saturday								
Sunday								
Monday	3/6/17							
Tuesday	3/7/17							
Wednesday	3/8/17							
Thursday	3/9/17							
Friday	3/10/17							
Saturday								
Sunday								
Monday	3/13/17	<i>Spring Break</i>						
Tuesday	3/14/17							
Wednesday	3/15/17							
Thursday								
Friday								
Saturday		Web Time Entry due to Supervisor 03/08/17 @ 10am						
Sunday		Supervisor WTE Approval due by 03/08/17 @ 2pm						
Monday								
Tuesday		11 working days X 4.0 hrs/day = 44.0 hours						
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Total Hours Worked During Pay Period								

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Hourly Rate

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\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending March 16 - 31, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS		
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.	
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday		Web Time Entry due to Supervisor 04/03/17 @ 10am							
Sunday		Supervisor WTE Approval due by 04/03/17 @ 2pm							
Monday									
Tuesday		12 working days X 4.0 hrs/day = 48.0 hours							
Wednesday									
Thursday	3/16/17	<i>Spring Break</i>							
Friday	3/17/17								
Saturday									
Sunday									
Monday	3/20/17								
Tuesday	3/21/17								
Wednesday	3/22/17								
Thursday	3/23/17								
Friday	3/24/17								
Saturday									
Sunday									
Monday	3/27/17								
Tuesday	3/28/17								
Wednesday	3/29/17								
Thursday	3/30/17								
Friday	3/31/17								
Saturday									

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending April 1 - 15, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.
Sunday								
Monday	4/3/17							
Tuesday	4/4/17							
Wednesday	4/5/17							
Thursday	4/6/17							
Friday	4/7/17							
Saturday								
Sunday								
Monday	4/10/17							
Tuesday	4/11/17							
Wednesday	4/12/17							
Thursday	4/13/17							
Friday	4/14/17							
Saturday		Web Time Entry due to Supervisor 04/17/17 @ 12pm						
Sunday		Supervisor WTE Approval due by 04/17/17 @ 4pm						
Monday								
Tuesday		10 working days X 4.0 hrs/day = 40.0 hours						
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

Signature of Employee _____

\$ -
Hourly Rate

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

Signature of Supervisor _____

\$ -
Gross Pay

Employee Time Report

Name: _____

Period Ending April 16 - 30, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD					DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.	
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday	4/17/17								
Tuesday	4/18/17								
Wednesday	4/19/17								
Thursday	4/20/17								
Friday	4/21/17								
Saturday									
Sunday									
Monday	4/24/17								
Tuesday	4/25/17								
Wednesday	4/26/17								
Thursday	4/27/17								
Friday	4/28/17								
Saturday		Web Time Entry due to Supervisor 05/01/17 @ 12pm							
Sunday		Supervisor WTE Approval due by 05/01/17 @ 4pm							
Monday									
Tuesday		10 working days X 4.0 hrs/day = 40.0 hours							
Wednesday									
Thursday									
Friday									
Saturday									

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

Signature of Supervisor _____

\$ -
Hourly Rate

\$ -
Gross Pay

Employee Time Report

Name: _____

Period Ending May 1 - 15, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.
Sunday								
Monday	5/1/17							
Tuesday	5/2/17							
Wednesday	5/3/17							
Thursday	5/4/17							
Friday	5/5/17							
Saturday								
Sunday								
Monday	5/8/17							
Tuesday	5/9/17							
Wednesday	5/10/17							
Thursday	5/11/17							
Friday	5/12/17							
Saturday								
Sunday								
Monday	5/15/17							
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday		Web Time Entry due to Supervisor 05/16/17 @ 12pm						
Sunday		Supervisor WTE Approval due by 05/16/17 @ 4pm						
Monday								
Tuesday		11 working days X 4.0 hrs/day = 44.0 hours						
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Total Hours Worked During Pay Period								

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

Signature of Employee _____

\$ -
Hourly Rate

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

Signature of Supervisor _____

\$ -
Gross Pay

Employee Time Report

Name: _____

Period Ending May 16 - 31, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD					DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.	
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday		12 working days X 4.0 hrs/day = 48.0 hours							
Saturday									
Sunday									
Monday									
Tuesday	5/16/17								
Wednesday	5/17/17								
Thursday	5/18/17								
Friday	5/19/17								
Saturday									
Sunday									
Monday	5/22/17								
Tuesday	5/23/17								
Wednesday	5/24/17								
Thursday	5/25/17								
Friday	5/26/17								
Saturday									
Sunday									
Monday	5/29/17								
Tuesday	5/30/17								
Wednesday	5/31/17								
Thursday		Web Time Entry due to Supervisor 06/01/17 @ 10am							
Friday		Supervisor WTE Approval due by 06/01/17 @ 2pm							
Saturday									

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending June 1 - 15, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday	6/1/17							
Friday	6/2/17							
Saturday								
Sunday								
Monday	6/5/17							
Tuesday	6/6/17							
Wednesday	6/7/17							
Thursday	6/8/17							
Friday	6/9/17							
Saturday								
Sunday								
Monday	6/12/17							
Tuesday	6/13/17							
Wednesday	6/14/17							
Thursday	6/15/17							
Friday								
Saturday		Web Time Entry due to Supervisor 06/16/17 @ 10am						
Sunday		Supervisor WTE Approval due by 06/16/17 @ 2pm						
Monday								
Tuesday		11 working days X 4.0 hrs/day = 44.0 hours						
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

Signature of Supervisor _____

\$ -
Hourly Rate

\$ -
Gross Pay

Employee Time Report

Name: _____

Period Ending June 16 - 30, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD					DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.	
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday		Web Time Entry due to Supervisor 07/01/17 @ 12pm							
Sunday		Supervisor WTE Approval due by 07/01/17 @ 4pm							
Monday									
Tuesday		11 working days X 4.0 hrs/day = 44.0 hours							
Wednesday									
Thursday									
Friday	6/16/17								
Saturday									
Sunday									
Monday	6/19/17								
Tuesday	6/20/17								
Wednesday	6/21/17								
Thursday	6/22/17								
Friday	6/23/17								
Saturday									
Sunday									
Monday	6/26/17								
Tuesday	6/27/17								
Wednesday	6/28/17								
Thursday	6/29/17								
Friday	6/30/17								
Saturday									
Total Hours Worked During Pay Period									

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending July 1 - 15, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.
Sunday								
Monday	7/3/17							
Tuesday	7/4/17	4th of July Holiday						
Wednesday	7/5/17							
Thursday	7/6/17							
Friday	7/7/17							
Saturday								
Sunday								
Monday	7/10/17							
Tuesday	7/11/17							
Wednesday	7/12/17							
Thursday	7/13/17							
Friday	7/14/17							
Saturday		Web Time Entry due to Supervisor 07/17/17 @ 12pm						
Sunday		Supervisor WTE Approval due by 07/17/17 @ 4pm						
Monday								
Tuesday		10 working days X 4.0 hrs/day = 40.0 hours						
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Total Hours Worked During Pay Period								

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending July 16 - 31, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD					DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.	
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday		11 working days X 4.0 hrs/day = 44.0 hours							
Saturday									
Sunday									
Monday	7/17/17								
Tuesday	7/18/17								
Wednesday	7/19/17								
Thursday	7/20/17								
Friday	7/21/17								
Saturday									
Sunday									
Monday	7/24/17								
Tuesday	7/25/17								
Wednesday	7/26/17								
Thursday	7/27/17								
Friday	7/28/17								
Saturday									
Sunday									
Monday	7/31/17								
Tuesday									
Wednesday		Web Time Entry due to Supervisor 08/01/17 @ 12pm							
Thursday		Supervisor WTE Approval due by 08/01/17 @ 4pm							
Friday									
Saturday									

Total Hours Worked During Pay Period

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EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending August 1 - 15, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD				DAILY TOTALS		WEEKLY TOTALS		
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.	
Sunday									
Monday									
Tuesday	8/1/17								
Wednesday	8/2/17								
Thursday	8/3/17								
Friday	8/4/17								
Saturday									
Sunday									
Monday	8/7/17								
Tuesday	8/8/17								
Wednesday	8/9/17								
Thursday	8/10/17								
Friday	8/11/17								
Saturday									
Sunday									
Monday	8/14/17								
Tuesday	8/15/17								
Wednesday									
Thursday		Web Time Entry due to Supervisor 08/16/17 @ 10am							
Friday		Supervisor WTE Approval due by 08/01/17 @ 2pm							
Saturday									
Sunday									
Monday		11 working days X 4.0 hrs/day = 44.0 hours							
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

Signature of Employee _____

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Signature of Supervisor _____

\$ -
Hourly Rate

\$ -
Gross Pay

Employee Time Report

Name: _____

Period Ending August 16 - 31, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

DAY OF THE WEEK	RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD					DAILY TOTALS		WEEKLY TOTALS	
	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	MINUTES	HRS./MIN.	
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday		12 working days X 4.0 hrs/day = 48.0 hours							
Tuesday									
Wednesday	8/16/17								
Thursday	8/17/17								
Friday	8/18/17								
Saturday									
Sunday									
Monday	8/21/17								
Tuesday	8/22/17								
Wednesday	8/23/17								
Thursday	8/24/17								
Friday	8/25/17								
Saturday									
Sunday									
Monday	8/28/17								
Tuesday	8/29/17								
Wednesday	8/30/17								
Thursday	8/31/17								
Friday		Web Time Entry due to Supervisor 09/01/17 @ 10am							
Saturday		Supervisor WTE Approval due by 09/01/17 @ 2pm							
Total Hours Worked During Pay Period									

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____