

**NORTHWEST NAZARENE UNIVERSITY**  
**Temporary Staff Hourly Time Sheet**

Name: \_\_\_\_\_

Pay Period: From \_\_\_\_\_ 16<sup>th</sup> through \_\_\_\_\_ 15<sup>th</sup>  
 (Month) (Month)

Record all partial hours as decimals, in 15-minute increments only (15 min. = .25; 30 min. = .50; 45 min. = .75).

	Date	Job Location	In	Out	In	Out	Daily Hours	Weekly Hours
SAT								
SUN								
MON								
TUE								
WED								
THU								
FRI								
<b>Total Hours – Week #1</b>								
SAT								
SUN								
MON								
TUE								
WED								
THU								
FRI								
<b>Total Hours – Week #2</b>								
SAT								
SUN								
MON								
TUE								
WED								
THU								
FRI								
<b>Total Hours – Week #3</b>								
SAT								
SUN								
MON								
TUE								
WED								
THU								
FRI								
<b>Total Hours – Week #4</b>								
SAT								
SUN								
MON								
TUE								
WED								
THU								
FRI								
<b>Total Hours – Week #5</b>								
<b>Signatures below certify that these hours are a true and accurate report of time worked.</b>								
<b>Total Hours Worked</b>								

Budget #	Hours	Pay Rate

Please Note: Paychecks will be distributed on the last working day of the month for time sheets received two working days following the 15<sup>th</sup> of that month. The reporting period is from the 16<sup>th</sup> of one month through the 15<sup>th</sup> of the following month.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date