

1	8	EMPLOYEE ID 8 digits (NOT S.S.N.)	EMPLOYEE NAME (LAST, FIRST)	52	59
				PERIOD ENDING	
				DEPARTMENT	

### HOURLY TIME REPORT

\*ENTER RATE OF PAY  
example \$4.75

RECORD HOURS IN TENTHS			
6 minutes =	.1	36 minutes =	.6
12 " "	.2	42 " "	.7
18 " "	.3	48 " "	.8
24 " "	.4	54 " "	.9
30 " "	.5		

DATE	ACCOUNT DISTRIBUTION OF HOURS WORKED (IN TENTHS)												9 EMPL Record #	11 PROJECT TASK AWARD P = 7 digits T = up to 8 digits A = 5 digits alpha	31 *STRAIGHT-TIME HOURLY RATE (DOLLARS) (CENTS)		35 EARN- INGS CODE **	TOTAL ACTUAL HOURS (IN TENTHS)		
	STR'GHT TIME														P	T		36	39	
OVER TIME													A		44	47	50	O.T. *		

STR'GHT TIME													P			101			S.T.
OVER TIME													A			103			O.T. *

STR'GHT TIME													P			101			S.T.
OVER TIME													A			103			O.T. *

IN														IN
OUT														OUT
IN														IN
OUT														OUT
IN														IN
OUT														OUT

\*\*  
101 = Straight-Time  
103 = Overtime  
Enter overtime as actual hours worked. Do not multiply by 1-1/2.

DO NOT SIGN IN BLACK INK

REMARKS Signature indicates timesheet is correct and complete.

	EMPLOYEE'S SIGNATURE	DEPT. AUTHORIZED SIGNATURE ***	DATE
<b>EMPLOYEE</b> – At end of pay period, sign completed form and give both copies to supervisor. (If employee cannot sign because of absence, supervisor should enter the reason for absence in place of employee's signature.) <b>DEPARTMENT</b> – Sign. Keep copy. Send original to Controller's Office by the deadline specified in <a href="http://co.stanford.edu/pp/payroll/deadlines.html">http://co.stanford.edu/pp/payroll/deadlines.html</a> . A new employee cannot be paid from this form unless a TAX form (SU-32) has been submitted to Payroll and emp has been hired in Peoplesoft.		PRINT NAME OF AUTHORIZED PERSON	PHONE (Required)