SUNY Delhi

HOURLY TEMPORARY SERVICE TIME SHEET

Pay Period Start Date _____   Pay Period End _____   Employee Terminated/Resigned*

	Days	Date	In	Out	In	Out	Daily Total	Vacation	Sick Leave Regular	Sick Leave Family	Personal Leave	Holiday Regular	Holiday Float	Comp. Time	Total Hours Acct. for
Week One	Thursday														
	Friday														
	Saturday														
	Sunday														
	Monday														
	Tuesday														
	Wednesday														
Week Two	Thursday														
	Friday														
	Saturday														
	Sunday														
	Monday														
	Tuesday														
	Wednesday														

Week 1 Ending _____

Week 2 Ending _____

_____   _____   _____   Final Total _____
Employee's Name (Please Print)   Employee's Signature   Date

_____   _____   _____
Supervisor's Name (Please Print)   Supervisor's Signature   Date

_____   _____   _____
Total hours   Rate   Total Earnings

*Supervisor Submitted Time Sheet