Messiah College Hourly Work Report (i.e. Time Sheet) **Year 2009-2010**

Employee: _____ **ID #:** _____

(Last Name, Legal First Name)

Week #9	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Regular	Overtime[1]
08/16 - 08/22	**16**	**17**	**18**	**19**	**20**	**21**	**22**		
Regular									
Vacation									
Holiday[2]									
Closed[2]									
Sick/Dr. Appt.									
Personal									
Funeral									
Emergency[2]									
TOTAL									

Week #10	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Regular	Overtime[1]
08/23 - 08/29	**23**	**24**	**25**	**26**	**27**	**28**	**29**		
Regular									
Vacation									
Holiday[2]									
Closed[2]									
Sick/Dr. Appt.									
Personal									
Funeral									
Emergency[2]									
TOTAL									

	Totals	
	Regular	Overtime[1]
REG		
VAC		
HOL		
EMG		
SCK		
PER		
FUN		
EME		

[1] Overtime calculation is determined by the total of regular, vacation, holiday and closed hours.

[2] See the "Special_Days" page for instructions on recording holiday, closed and emergency hours.

0	**Enter any unusual hours, adjustments, or comments:**
OVT: - EME: -	
PER: - EMG: -	
REG: - FUN: -	
SCK: - HOL: -	
VAC: - LOB: -	
-	

Due in Payroll Office on <u>TUESDAY</u> after the last day in the period (add 1 day for holidays).

Employee Signature _____ **Date** _____

Approved by _____ _____ **Date** _____

sign name *print name*