

# Record of Hours Worked

Emp ID: \_\_\_\_\_

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

Pay Period: \_\_\_\_\_

Campus: \_\_\_\_\_

Pay Date: \_\_\_\_\_

Week 1	Date	Activity Worked For Extra Hours	Time In	Time Out	Hours Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
		Weekly Total			
Week 2	Date	Activity Worked For Extra Hours	Time In	Time Out	Hours Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
		Weekly Total			

I certify this is a true record of my hours worked:

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

\_\_\_\_\_  
Approved by: