

Elapsed Timesheet

The purpose of this form is to report time to the Time and Labor team that is past the manager's access for changes. Managers can enter time for the current pay period and one pay period back; forms that are received within the manager's access timeframe will be returned. Emails will not be accepted in lieu of this form. However, the form may be emailed. This form must be signed by the manager and employee for processing, digital signatures will not be accepted. This form must be submitted by the campus HR department for processing.

This form should **NOT** be used for reporting time for punch time reporters and will not be processed. Please use the **PUNCH TIMESHEET**.

This form is not for reporting absences. Absences will not be processed from this form.

Employee Name: _____

Employee ID # : _____

Timesheet Record # : _____

Campus : _____

Pay Period End Date: _____

Reporting Time for SUB Pay Needs the Combo Code: _____

Week One	Date	Time Reporting Code	Hours
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Week Two	Date	Time Reporting Code	Hours
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Employee Name: _____

Manager Name: _____

Employee Signature: _____

Manager Signature: _____

Date: _____

Date: _____

HR Name: _____

HR Signature: _____

Internal

Received Date: _____

Processed Date: _____

Processed By: _____