Punch 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 an Elasped time reporters and will not be processed. Please use the **Elasped TIMESHEET**.

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

Employe 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	IN	Lunch Out	Lunch In	Out	Total Hours
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Week Two	**Date**	**Time Reporting Code**	**IN**	**Lunch Out**	**Lunch In**	**Out**	**Total 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: _____