North Carolina State University – Bi-weekly Temporary Employee Time Record

<table>
<thead>
<tr>
<th>Name</th>
<th>Work Period Beginning</th>
<th>Work Period Ending</th>
<th>PRID</th>
<th>Time Sheet Due Date</th>
<th>Empl #</th>
<th>Dept:</th>
<th>Box #</th>
<th>Pay Day</th>
<th>ID#</th>
<th>Dept:</th>
<th>Invoice Contact:</th>
</tr>
</thead>
</table>

**Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT |

Daily Hrs: _____.__                   ______.__                  ______.__                 ______.__                   ______.__                 _____.__                 _____.__

Total hours worked for the week ending  

| Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
| IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT |

Daily Hrs: _____.__                   ______.__                  ______.__                 ______.__                   ______.__                 _____.__                 _____.__

Total hours worked for the week ending  

Total Hours Worked: __________________

<table>
<thead>
<tr>
<th>Department Code</th>
<th>Account Code</th>
<th>Hourly Payrate</th>
<th>Project #</th>
<th>W/A Position #</th>
</tr>
</thead>
<tbody>
<tr>
<td>(OUC)</td>
<td>(FAS)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signatures**

Have you worked for any other University department or State government agency during this pay period?  9 yes  9 no
If yes, indicate department/agency __________________________

I certify that all hours/flat rate amount have been recorded accurately.

___________________________________ Date: ____________             ________________________________________Date: ___________

Supervisor’s Signatures Employee’s Signature

Records must be maintained in the department for four years. Do not forward to Payroll. Reproduce as needed. Please make any necessary corrections or changes.

**Special Notes**

1. Paychecks may be picked up on payday between 7:30 a.m. to 5:00 p.m.
2. All partial hours worked must be rounded off to the closest 1/4 hour. For example: 8 hours 10 minutes = 8.25 not 8.1; similarly, 8 hours 5 minutes = 8.00 not 8.05.
3. Do not send your time-sheet by courier/campus mail.
4. Use black or blue ink to complete your time-sheet. Time-sheets completed by pencil are unacceptable.
5. Time-sheets must be signed by you and your supervisor.
8. Time-sheets with missing signatures will not be processed. You must submit original time-sheets as copies will not be accepted.
9. **Any and all errors, scratchouts, etc. must be corrected and initialed by both you and your supervisor.**

   For example: if you make two errors, both errors must be corrected and initialed by you and your supervisor.