

Center for Integrated Science and Engineering

BI-WEEKLY PAYROLL TIMESHEET FOR TEMPORARY EMPLOYEES

Schapiro CEP SR 1001, Mail Code 8903, New York NY 10027

NAME [LAST]	[FIRST]
Employee ID	OFFICE NAME

FIRST WEEK	DATE		IN	BREAK		OUT	TOTAL HOURS
	MONTH	DAY		OUT	IN		
MON							
TUES							
WED							
THURS							
FRI							
SAT							
SUN							
Total Number of Hours for the First Week							

SECOND WEEK	DATE		IN	BREAK		OUT	TOTAL HOURS
	MONTH	DAY		OUT	IN		
MON							
TUES							
WED							
THURS							
FRI							
SAT							
SUN							
Total Number of Hours for the Second Week							
Total Number of Hours for THE Two-Week Period							

EMPLOYEE'S SIGNATURE

DATE

The department/agency was open on the university holiday of _____

Supervisor: Initial to indicate the student worked on the university holiday _____

I HEREBY CERTIFY THAT THE ABOVE HOURS ARE CORRECT

SUPERVISOR'S SIGNATURE

DATE