

Submittal form for: ***HOURLY Non-Student Time Sheets***

Print Department Name:	Account Number (s):
Today's Date:	Payroll Number: Payment Date:

List names in alpha order and hand deliver to the Payroll Office

Print Full Name	Hrs. Worked	Signature of Employee Receiving Paycheck and/or Direct Deposit Stub	Today's Date

Supervisor's Signature / Today's Date	Extension
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PAYROLL PICKED UP BY: _____	Today's Date _____
↑ PRINT NAME ↑	

Undistributed checks and sign – off sheet MUST be returned to the Payroll Office by second business day after payday.