College of Agriculture and Technology
PAYROLL OFFICE - Knapp Hall 123
HOURLY TEMPORARY PAYROLL VOUCHER

Employee Name: $\qquad$
Hourly Rate: $\qquad$
Line Item No: $\qquad$ -

Department Account Number: $\qquad$ Department or Office: $\qquad$
Office Phone Number: $\qquad$ Bldg. $\qquad$ Room \# Ending: $\overline{ }$ $\qquad$
(Enter Beginning Date Only--Other Dates are Formula-Driven)


1. Record hours "in" and "out" daily. Hours worked must be recorded in quarter hour units (e.g. 9:15 A, 12:30 P) in ink.
2. All hours worked on a holiday or hours which have been adjusted must be initialed by the supervisor before payment can be made.
3. A work period cannot extend beyond six hours without taking a lunch break of at least one-half hour, which must be shown on the time
4. Employee: Complete ALL blanks, sign and submit to your supervisor when you finish work for the pay period. Late time sheets cannot be paid until the following pay period.
5. Supervisor: Review time sheet for accuracy, initial all approved holiday work and corrections made on the time sheet, sign certification and submit only the original copy to the Payroll Office for payment. See "Pay Schedule" issued by Payroll Office for due dates.

I certify that the days and hours worked as recorded above are correct.
I certify that the days and hours indicated above represent time worked by the employee including any holiday hours noted and initialed by me, and that the employee is entitled to payment thereof.

