Cobleskill

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

Employee Name:				Department Account Number:						
				Department or Office:						
				Office Phone Number: Ending:				_ Bldg	Room #	
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							Hours Worked]		R
Dates	In	Out	In	Out	In	Out	(Exclude Lunch)			Y
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					W	eekly Total				
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Total Amount \$				W	Veekly Total		Total Hours Worked:			
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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, <u>initial</u> 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.

Employee's Signature

Supervisor's Signature