MichiganTech

Michigan Technological University
MANUAL TIME SHEET

REVISED ☐

PAYROLL # _____ PAY PERIOD DATES: _____/_____/_____ THRU _____/_____/_____
DD MMM YYYY DD MMM YYYY

NAME	ID	ORG #
POSITION #/SUFFIX:	EFFECTIVE DATE: (DD-MMM-YYYY)	ORG NAME:

EARN CODE	SHFT	PAY PERIOD TOTAL HOURS	SU	MO	TU	WE	TH	FR	SA	RATE	WEEKLY TOTAL HOURS	SU	MO	TU	WE	TH	FR	SA	RATE	WEEKLY TOTAL HOURS
										WEEKLY TOTAL:									WEEKLY TOTAL	

LABOR DISTRIBUTION OVERRIDE

EARN CODE	INDEX OVERRIDE	TOTAL HOURS	WEEK 1 HOURS	WEEK 2 HOURS	EARN CODE	INDEX OVERRIDE	TOTAL HOURS	WEEK 1 HOURS	WEEK 2 HOURS
			TOTAL					TOTAL	

Comments: _____

_____

_____

_____

_____ / /
Employee's Signature Date

_____ / /
Supervisor's Signature Date

Reset/Clear Form