PSU TIME SHEET
Employee with Benefits

Name_____   Employee ID#_____

Assignment # _____   Position Name_____

Comp- or Overtime_____   Pay Period End Date_____

Week 1

Earned Date →	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total

Week 2

Earned Date →	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total

I hereby certify that this time record was kept current by me and that it is a true statement of hours worked in the period indicated.

_____   _____
Employee Signature   Line Manager (Supervisor) Signature

For corrections and/or adjustments to your timecard, this timesheet must be completed, signed by the employee and line manager, and turned into HRS as soon as possible.

Upload the timesheet online through the HRS' Forms webpage.
https://www.pittstate.edu/hr/forms.html > scroll down to "Timesheets"