

ALLEGHENY COLLEGE

NAS Payroll Non-Allegheny Student Employees

NAME: _____

DEPT: _____

Year _____

Pay Period										PAYROLL DEPARTMENT USE	
FROM:	TO:	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL	REGULAR	OVERTIME
TOTALS											

Each day is to be recorded with the regular number of hours normally scheduled to work. Hours should be rounded to the nearest quarter hour.

Time sheets are due every two weeks to the Payroll Office, Box 9. Please note: both employee and supervisor must sign this time sheet before submission.

Employee Signature: _____

Supervisor Signature: _____

Date: _____

Date: _____

Please submit to the Payroll Office – Box 9