

NYACK COLLEGE BI-WEEKLY PAYROLL

REPORT OF TIME WORKED (Record time to the nearest quarter hour)

Name: _____

Department/Job: _____

General Ledger Account #: ____ - _____ - _____

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday		
1: IN								Total for Week 1	
OUT									
2: IN									
OUT									
3: IN									
OUT									
Total									

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday		
1: IN								Total for Week 2	
OUT									
2: IN									
OUT									
3: IN									
OUT									
Total									

DUE BY NOON

***PAYDATE**

* Assumes report properly completed and returned to Human Resources by due date

**Overall Total
(Week 1 + Week 2):**

Signatures verify that this report is true and correct.

Employee Signature

Supervisor Signature

Date

Supervisor Name (Print)