

PSU TIME SHEET

		Record #	
Department	385000000	Position#	
FLSA		FTE	

Name: _____

SS#: _____

Unit Charged: _____

Employee ID#: _____

Pay Ending Date: _____

Week 1

Earned	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Totals
REG SP1								
SCK/SCE								
VAC/VAE								

Week 2

Earned	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Totals
REG SP1								
SCK/SCE								
VAC/VAE								

Codes for leave used and hours worked other than regular hours can be found at the HRS Web Site:

<http://www.pittstate.edu/hrs/hrs2.htm>

(click on Payroll Information, then Reporting Time Worked & Leave Taken, then Earnings Codes)

The following is a true statement of hours worked in the period indicated.

Employee Signature

Authorized Signature