



Cambridge College

Weekly Payroll Time Sheet

This form must be in the Business Office no later than 12:00 noon on Monday. Overtime reported on this timesheet must have approval by the direct supervisor. Signatures confirm that all hours reported below are accurate and mutually agreed to by the employee and direct supervisor.

Employee Name: _____ Department: _____

Week Beginning: _____ Week Ending: _____

	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Total
Worked								
Sick								
Vacation								
Overtime								
Personal								
Holiday								
Other								
TOTALS								

Description of OTHER: _____

Employee Signature

Supervisor Signature