

DEPT NUMBER									
REGULAR HOURS					OVERTIME HOURS				



DAEMEN
COLLEGE
A World of Opportunity

STAFF TIME REPORT

NAME _____ POSITION _____ DATE _____

The following is a true statement of hours worked during the period beginning _____ and ending _____.

	DATE	TOTAL HOURS WORKED	IN TIME	OUT TIME	TIME SUBTRACTED FOR LUNCH		DATE	TOTAL HOURS WORKED	IN TIME	OUT TIME	TIME SUBTRACTED FOR LUNCH
SUNDAY						SUNDAY					
MONDAY						MONDAY					
TUESDAY						TUESDAY					
WEDNESDAY						WEDNESDAY					
THURSDAY						THURSDAY					
FRIDAY						FRIDAY					
SATURDAY						SATURDAY					

_____ Total Hours for Week

_____ Total Hours for Week

_____ TOTAL HOURS

Department of Employment: _____

Employee Signature: _____

Supervisor Signature: _____

This report must be completed daily and signed at the end of every two-week payroll period and submitted to your immediate supervisor for approval. *The supervisor's duty is to **check the report for errors before signing**.* It is the employee's responsibility to turn in the report to the Office of Employee Engagement **BY NOON MONDAY** on a biweekly basis. **To avoid late timesheets, if the employee or supervisor is not on campus the day the timesheet is due, please call the Office of Employee Engagement at ext. 8325 to make other arrangements. Department of Labor regulations require employees working more than 6 hours to take a one-half hour unpaid meal break.**