

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)