

# Collin College Payroll Time Sheet

Pay Period from \_\_\_\_\_ Pay Period To \_\_\_\_\_

PT Payrate \_\_\_\_\_

Employee Name \_\_\_\_\_

ID \_\_\_\_\_ Position # \_\_\_\_\_ Emp Class \_\_\_\_\_

FUND/ORG/ACCT \_\_\_\_\_

	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending
<b>Sunday</b>						
In:						
Out:						
In:						
Out:						
In:						
Out:						
<b>Monday</b>						
In:						
Out:						
In:						
Out:						
In:						
Out:						
<b>Tuesday</b>						
In:						
Out:						
In:						
Out:						
In:						
Out:						
<b>Wednesday</b>						
In:						
Out:						
In:						
Out:						
In:						
Out:						
<b>Thursday</b>						
In:						
Out:						
In:						
Out:						
In:						
Out:						
<b>Friday</b>						
In:						
Out:						
In:						
Out:						
In:						
Out:						
<b>Saturday</b>						
In:						
Out:						
In:						
Out:						
In:						
Out:						
<b>Weekly Regular Hours</b>						
<b>Weekly Holiday Hours</b>						
<b>Paid Lv. (See attached lv. report)</b>						
<b>Weekly Overtime Paid--Registration</b>						
<b>Paid -- Regular OverTime</b>						
<b>Comp-time Earned</b>						

Monthly Totals

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_