SUNDRY EMPLOYMENT TIME REPORT

Name (Print): _____   Employee Signature: _____

Social Security Number: _____   Supervisor Signature: _____

(indicates authorization for payof time indicated)

COSMO ID# _____   Pay Period: _____

		Week 1 of Pay Period						Week 2 of Pay Period					
	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Hours														
Pay Code														
Hours														
Pay Code														

Total Hours by Pay Code This Pay Period							
Hours							
Pay Code							

INSTRUCTIONS

In the space provided, indicate your name, Social Security number, and pay period from the published schedule. Indicate below the appropriate day, the clock hours you worked, and the appropriate pay code.

At the end of the pay period, total the hours you worked, by pay code, and indicate it in the space provided; then sign the time report and submit it to your supervisor.