NOTE: The Web Time automated time system is the intended method for time reporting. Completed time reporting is due each Monday following pay day by 10PM unless special request for early submission is made by the payroll office. Look for exceptions in EKU Today.

WEEK ONE

EKU STUDENT TIME CARD

Paper Timecards are processed on the next regularly scheduled payroll. FALSIFYING INFORMATION MAY RESULT IN TERMINATION OF EMPLOYMENT.

NAME					
Last	First	First			
EKU ID#	Org:				
Period Begin	Period End:				
I certify the time reported herein is true a	nd correct for the pay period shown at	oove.			
Employee Signature	Phone	#			
Supervisor Signature	Phone	#			
This timesheet is					

IMPORTANT! Please indicate if hours are Institutional (IWS)
or Federal Work Study (FWS)

Hours Shown are: IWS OR FWS << circle one							
Day	Date	In	Out	Lunch	In	Out	Hours Worked
SUN							
MON							
TUES							
WED							
THURS							
FRI							
SAT							
	TOTAL WEEK 1						

	Day	Date	In	Out	Lunch	In	Out	Hours Worked
	SUN							
_	MON							
WEEK TWO	TUES							
	WED							
	THURS							
	FRI							
	SAT							

PAYROLL USE ONLY

Example: 1 of 1 , 1 of 2, 3,

Revised Additional

Briefly explain a revised or additional timesheet:

Original _

All fields must be completed in order to process this time card for payment

TOTAL WEEK 2

TOTAL WEEK 1 & 2