

TIME TRACKING RECORD
CLERICAL - TECHNICAL EMPLOYEES
DEPARTMENT OF ENTOMOLOGY - MICHIGAN STATE UNIVERSITY

Last Name: _____ First Name: _____

Reporting Begin Date: _____ End Date: _____

WEEK 1								
Hour Type	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Worked								*
Vacation								
Sick								
Family Sick								
Personal								
Comp Time Used								
Other								

My signature below certifies that all hours during this pay period are accounted for and accurately reported.

Employee Signature: _____

Supervisor Signature: _____

WEEK 2								
Hour Type	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Worked								*
Vacation								
Sick								
Family Sick								
Personal								
Comp Time Used								
Other								

* Compensation for hours worked exceeding 40 per week:

_____ Paid as Overtime _____ Comp Time

My signature below certifies that all hours during this pay period are accounted for and accurately reported.

Employee Signature: _____

Supervisor Signature: _____

BiWeekly Reporting Dates		
Begin Date	End Date	Due Date
11/27/2016	12/10/2016	12/12/2016
12/11/2016	12/24/2016	12/27/2016
12/25/2016	1/7/2017	1/9/2017
1/8/2017	1/21/2017	1/23/2017
1/22/2017	2/4/2017	2/6/2017
2/5/2017	2/18/2017	2/20/2017
2/19/2017	3/4/2017	3/6/2017
3/5/2017	3/18/2017	3/20/2017
3/19/2017	4/1/2017	4/3/2017
4/2/2017	4/15/2017	4/17/2017
4/16/2017	4/29/2017	5/1/2017
4/30/2017	5/13/2017	5/15/2017
5/14/2017	5/27/2017	5/30/2017
5/28/2017	6/10/2017	6/12/2017
6/11/2017	6/24/2017	6/26/2017
6/25/2017	7/8/2017	7/10/2017
7/9/2017	7/22/2017	7/24/2017
7/23/2017	8/5/2017	8/7/2017
8/6/2017	8/19/2017	8/21/2017
8/20/2017	9/2/2017	9/5/2017
9/3/2017	9/16/2017	9/18/2017
9/17/2017	9/30/2017	10/2/2017
10/1/2017	10/14/2017	10/16/2017
10/15/2017	10/28/2017	10/30/2017
10/29/2017	11/11/2017	11/13/2017
11/12/2017	11/25/2017	11/27/2017
11/26/2017	12/9/2017	12/11/2017

NOTE:

Time tracking reports are due by **5:00 PM on the DUE DATE** listed for the BiWeekly reporting dates to the right.

Time tracking reports should be
EMAILED to ENT.Timesheets@msu.edu
FAXED to 517-432-7061

or dropped off at
243 Natural Science
 Thank you.

Hours recorded over 40 hours per week will be compensated at time and a half - either paid time or comp time as approved by immediate supervisor.

CONTACT PERSON:

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 243 Natural Science
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ATTENTION: Please make sure you have entered your time off (excluding worked hours) in EBS