

# RESEARCH FOUNDATION HOURLY ATTENDANCE REPORT

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

EXPENDITURE TYPE:  GRADUATE  UNDERGRADUATE  REGULAR

**PAY PERIOD DATES**

From: \_\_\_\_\_

To: \_\_\_\_\_

DAY	HOURS WORKED (ROUND TO NEAREST QUARTER HOUR)					PROJECT & AWARD # If all hours are paid from the same P & A, please use first line only	
<b>WEEK 1:</b>							
	Time In	Time Out	Time In	Time Out	Total Hours	Project	Award
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
<b>WEEK 2:</b>							
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							

HOURS WORKED SUMMARY	
WEEK 1 HOURS:	
WEEK 2 HOURS:	
REGULAR HOURS:	
OT HOURS:	
TOTAL HOURS:	

RF PAYROLL USE ONLY:		
RATE	TOTAL	TYPE
\$	\$	
\$	\$	
TOTAL WAGES	\$	

**CERTIFICATION OF EMPLOYEE:**  
I certify that the above time and attendance information is true and complete to the best of my knowledge.

**CERTIFICATION OF SUPERVISOR/PROJECT DIRECTOR:**  
I confirm that the employee worked all of the above hours on the project and award noted. If the employee worked on multiple projects and awards, the labor distribution of hours is noted above.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

**HOURLY TIMESHEETS MUST BE SUBMITTED THE TUESDAY FOLLOWING THE CLOSE OF THE PAY PERIOD TO:  
RF HR/PAYROLL OFFICE, BIOTECHNOLOGY BUILDING, ROOM 1214**