VITERBO UNIVERSITY

NAME:
DEPARTMENT:
NUMBER:
SOCIALSECURITYNO.

PAY TYPE
PAY PERIOD

YEAR:

## PAYROLL TIME CARD

| DAY | DATE | HOURS WORKED | | | | | | OFFICE USE |
|---|---|---|---|---|---|---|---|---|
| | | IN | OUT | IN | OUT | TOTAL | CODE | |
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**FOR OFFICE USE ONLY**

SEMIMONTHLY TOTALS

| HOURS PAID | HOURS | TENTHS |
|---|---|---|
| TOTALREGULAR HOURS PAIDFOR | | |
| TOTALOVERTIME HOURS PAIDFOR | | |
| TOTAL VACATION HOURS PAIDFOR | | |
| TOTALSICK LEAVEHOURS (ONPSL) | | |
| TOTALHOLIDAY HOURS PAIDFOR | | |
| | | |
| | | |

**DONOT WRITEINTHISBOX**

RECORD PAIDABSENCES WITHPROPERCODE:

**S** = SICK / **H** = HOLIDAY / **V** = VACATION

EMPLOYEE'SSIGNATURE

X _____

Signature by Supervisor certifies hours listed are actual hours worked and work was performed satisfactorily.

SUPERVISOR'SSIGNATURE

X _____