

Employee's Signature _

Exempt Late Timesheet

(revised September 2024)

Complete your time sheet daily and summarize it each week. At the end of each month, submit your time sheet to Office of Human Resources Leave Specialist. The Office of Human Resources must receive your timesheet no later than the 2nd day of the month following this monthly timesheet. Monthly time sheets received after the appropriate date, as specified above, will be cause for delay in your paycheck.

Name	Name of I	Employe	ee:									Banner	ID#					
Pace	For the M	Ionth/Ye	ear	,					-									
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	WEEKLY	TOTAL																
I hereby certify that the above report is a correct statement and includes total hours worked each workday for the period covered.	MONTHLY	TOTAL																
	I hereby cert	tify that the	e above rep	ort is a c	orrect st	atement	and includ	es total hours	worked ea	ach workda	ny for the p	eriod cove	ered.			_		

_ Supervisor's Signature ____

__ Date ___

_ Date ____