

STUDENT AND TEMPORARY EMPLOYEE TIME REPORT

Must be completed in blue or black ink – employee must complete time card daily
 FY10 Work Study Index Number is: **202257**

PLEASE PRINT	NAME: ①					
	(Last)	(First) (Middle)				
	<hr/>					
ID NUMBER: R ②						
<hr/>						
DEPARTMENT: ③						
<hr/>						
THE UNIVERSITY OF TOLEDO						
TEMPORARY EMPLOYEE TIME REPORT						
<p>INSTRUCTIONS: Hourly-rate employees are to fill out separate Time Report in ink for each Index, Account or pay rate to which hours are to be charged. Time must be recorded to the nearest quarter hour. Head of department must certify (sign) Time Report. Time Report is due in Payroll by end of day on Friday preceding payday or as determined by the Payroll office.</p>						
Date	Description of Work	Time In	Time Out	Time In	Time Out	Hours
①	②	③	④			⑤
EMPLOYEE SIGNATURE: ⑥				TOTAL HOURS		⑦
<p>By providing my signature, I hereby certify that I have worked the total hours shown. I understand and agree that any amount I owe to the University may be deducted from the pay due to me.</p>						
DEPARTMENTAL INFORMATION:						
SIGNATURE of DEPT. HEAD: ①						
<hr/>						
TITLE: ②		EXT: ③				
<hr/>						
DATE: ④		HOURLY RATE OF PAY: ⑤				
<hr/>						
INDEX #: ⑥				POSITION #: ⑧		
ACCOUNT CODE: ⑦						

- Section A**
1. Legibly print Name
 2. Legibly print Rocket Number
- use all eight digits
- do not use Social Security Number
 3. Legibly print Department Name

- Section B**
1. Print date worked
 2. Write description of work performed
 3. Print time in – to the nearest ¼ hour only
 4. Print time out – to the nearest ¼ hour only
 5. Print total hours worked for date to the nearest ¼ hour
 6. Employee needs to sign time card
 7. Grand total of hours worked for pay period
- There must be a date entered for each date worked as well as in & out times for each date. Lines and arrows will not be accepted.

- Section C**
1. Department Head or Supervisor signature
 2. Title of person signing time card
 3. Telephone extension
 4. Date time card signed
 5. Rate of pay
 6. Department Index Number
 7. Account Code
 8. Position Number
- No Labels allowed**

Payroll will reject all time cards for payment that are missing information, have incorrect information on them or illegible information. The Rejected Time Card list is posted on Payroll's website at: http://www.utoledo.edu/offices/controller/payroll/rejected_timecards.html Contact Payroll at x8780 for any questions that you may have.