Updated August 2, 2010

WEEKLY TIME SHEET
EASTERN WYOMING COLLEGE

Report for the Month of _____ , 20____

_____ _____

Name of Employee Type of Work

Weeks Worked Number of Hours Total Hours

From-To		Monday			Tuesday			Wednesday			Thursday			Friday			Total
		ABE	ESL	Crctns	ABE	ESL	Crctns	ABE	ESL	Crctns	ABE	ESL	Crctns	ABE	ESL	Crctns	

Rate Per Hour $ _____ Total Monthly Hours _____ Gross Earnings $ _____

_____ _____

Employee's Signature Supervisor's Signature

Detailed Personnel Activity Record

DATE	TIME	ACTIVITY

Comments: Complete details on each teaching activity must accompany the hours submitted.

Updated August 2, 2010

Detailed Personnel Activity Record for _____

(Name)

DATE	TIME	ACTIVITY

Comments: Complete details on each teaching activity must accompany the hours submitted.