

NEW HAMPSHIRE INSTITUTE OF ART

HOURLY/NON-EXEMPT TIME & ATTENDANCE BI-WEEKLY RECORD

Dept: (please circle)

Employee Printed Name

*Pay Period End Date

*Timesheets are due 9:00AM Monday morning after pay period end date.

Employee Signature

Date Signed

Supervisor Signature

Date Signed

WEEK ONE

Day	Date	Start Time	Meal Period Time Out	Meal Period Time In	End Time	Annual Leave Hours Used	Sick Leave Hours Used	DAILY TOTAL HOURS
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Employee: you will receive time and one half your regular hourly rate of pay for hours *worked* beyond forty (40) in a work week.

Total Hours for Week One:

WEEK TWO

Day	Date	Start Time	Meal Period Time Out	Meal Period Time In	End Time	Annual Leave Hours Used	Sick Leave Hours Used	DAILY TOTAL HOURS
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Supervisor: by signing this timesheet, you acknowledge you have reviewed for accuracy and agree to the hours worked by the employee.

Total Hours for Week Two:

- Academic Support Center
- Academic Affairs Office
- Admissions
- Amherst Street Store
- Art Educators
- Café
- Ceramics
- Development
- Exhibitions
- Facilities
- Finance
- Illustration
- Info Tech (Lab Monitor)
- Painting
- Photography
- Printmaking
- Public Library (workstudy)
- Registrar
- Security
- Student Services
- Teti Library

Other: _____
Write in name of dept.

PAYROLL USE ONLY

- _____ Total Reg Hrs
- _____ Total OT Hrs
- _____ Total Annual Hrs
- _____ Total Sick Hrs

Timesheet received on time: YES NO

_____ **Payroll Initials**