(Please Print)
Name: $\qquad$
EMPL ID \#: $\qquad$
Student (yes/no): $\qquad$

MONTH $\qquad$ YEAR

|  |  | AM |  |  | PM |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | DAY OF THE WEEK | START | STOP | START | STOP | HOURS (to the nearest quarter hour) |
| $\mathbf{1 6}^{\text {th }}$ |  |  |  |  |  |  |
| $17^{\text {th }}$ |  |  |  |  |  |  |
| $18^{\text {th }}$ |  |  |  |  |  |  |
| $19^{\text {th }}$ |  |  |  |  |  |  |
| $20^{\text {th }}$ |  |  |  |  |  |  |
| $21^{\text {st }}$ |  |  |  |  |  |  |
| $22^{\text {nd }}$ |  |  |  |  |  |  |
| $23^{\text {rd }}$ |  |  |  |  |  |  |
| $24^{\text {th }}$ |  |  |  |  |  |  |
| $25^{\text {th }}$ |  |  |  |  |  |  |
| $26^{\text {th }}$ |  |  |  |  |  |  |
| $27^{\text {th }}$ |  |  |  |  |  |  |
| $28^{\text {th }}$ |  |  |  |  |  |  |
| $29^{\text {th }}$ |  |  |  |  |  |  |
| $3^{\text {th }}$ |  |  |  |  |  |  |
| $31^{\text {st }}$ |  |  |  |  |  |  |
| STOP - Subtotal |  |  |  |  |  |  |
|  |  |  |  |  | Adjustment |  |
|  |  |  |  |  | TOTAL |  |

This is a true statement of hours worked for North Dakota State University.

## Employee

Supervisor

