

## Weekly Casual Employee Time Sheet

Dept. / Admin. Unit

		6	8
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Employee Number

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Week Ending

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Classification

Pay Period Ending

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Low Org	Prog	Task	Opt.	Activity	Earn No.	Hours	Rate	Amount
TOTAL							TOTAL	

Employee Signature

Date

Supervisor Approval

Date

Input By

Date

DAILY DIARY / JOURNAL					
Day	Hours / Heures				NOTES
	Reg	O/T	Act.	Other	
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

25-1719 (04/03)