



Time Tracking Form

Pay Date

Emp Number :

Cost Center :

BANNER Fund:

Org:

Time Sheet Org:

Position:

Rate:

Sun

Mon

Tue

Wed

Thu

Fri

Sat

In	Out	Hrs
Total		

In	Out	Hrs
Total		

In	Out	Hrs
Total		

In	Out	Hrs

Note: **THIS IS NOT A
VALID
TIMESHEET.
PLEASE USE
WEB TIME ENTRY.**

In/Out times must
be rounded to the
nearest 15 minute
increment.

Example:
8:00
8:15
8:30
8:45

Total Hours

Employee Signature _____

Date _____

☐ Audited to Time Clock

Supervisor's Signature _____

Date _____