

## Materials Science and Engineering

Send to: Attention: MSE payroll, Box 352120, phone 206 543-2600, fax 206 543-3100  
Original due in MSE on the 15th or the end of the month

Note: Pay periods end the 15th and the end of the month, for example, Sept 1-15 and Sept 16-30

1. Enter your Name in the Employee Name Column
2. Enter a check mark in the appropriate box for the Pay Period Ending the 15th of the 30/31st.
3. Enter the dates for this pay period in the DATE column.
4. Enter the number of hours per day in the TOTAL PER DAY column
5. Print the form out, sign your name and submit to your supervisor for signature.
6. Turn this signed form in to the MSE office by the Pay Period End Date.
7. If this form is not properly completed, signed and submitted by the due date, it may be held until the next pay period.
8. Questions about this procedure should be directed to Eshy or Jane.

**The Total hours and overtime are automatically filled in.**

EMPLOYEE NAME: \_\_\_\_\_

Pay Period Ending

BUDGET NUMBER: \_\_\_\_\_

1st-15th

16th-month end

Month / Year \_\_\_\_\_

DATE	Started	Break	Stopped	TOTAL PER DAY		
SUN						
MON						
TUES						
WED						
THUR						
FRI					subtotal	O/T
SAT					0	-40 <span style="border: 1px solid black; padding: 2px;">0</span>
SUN						
MON						
TUES						
WED						
THUR						
FRI					subtotal	O/T
SAT					0	-40 = <span style="border: 1px solid black; padding: 2px;">0</span>
SUN						
MON						
TUES						
WED						
THUR						
FRI					subtotal	O/T
SAT					0	-40 = <span style="border: 1px solid black; padding: 2px;"></span>

We certify that the hours recorded and claimed for payment are correct:

\_\_\_\_\_  
Employee Signature / Date

\_\_\_\_\_  
Supervisor Signature / Date

Entered on line by/Date \_\_\_\_\_

Approved on line by/Date \_\_\_\_\_

Total HRs	Reg	<span style="border: 1px solid black; padding: 2px;">0</span>
	O/T	<span style="border: 1px solid black; padding: 2px;"></span>