

NORTHERN New Mexico College



PAYROLL TIMESHEET HOURLY EMPLOYEES

EMPLOYEE NAME _____
 BANNER ID _____
 RATE PER HOUR _____

FUND _____
 ACCT _____
 ORGN _____
 PROG _____

PAY PERIOD					
FROM	_____	/	_____	/	_____
			TO	_____	/

DATE	DAY	TIME IN	TIME OUT	HOURS
	SUNDAY			
	MONDAY			
	TUESDAY			
	WEDNESDAY			
	THURSDAY			
	FRIDAY			
	SATURDAY			
TOTAL HOURS WEEK 1				

DATE	DAY	TIME IN	TIME OUT	HOURS
	SUNDAY			
	MONDAY			
	TUESDAY			
	WEDNESDAY			
	THURSDAY			
	FRIDAY			
	SATURDAY			
TOTAL HOURS WEEK 2				
TOTAL HOURS				

 EMPLOYEE SIGNATURE

 DATE

 SUPERVISOR SIGNATURE

 DATE

PAYROLL OFFICE USE ONLY	
DATE ENTERED _____	SIGNATURE _____