

SEMI-MONTHLY TIMESHEET

EMPLOYEE NAME

MONTH

CIRCLE PERIOD

1ST - 15TH
16TH - 31ST

(Please Print Legal Name Clearly)

Department Code List

42120 - Academic Advising	28643 - Culinary School	28644 - Coffee Bar
28669 - Academic Management	28653 - Dining Room	28644 - Kendall Store
28660 - Academic Success Center	28642 - Early Childhood Education	28661 - Library
42108 - Admissions	28622 - Marketing	28658 - Recreational Courses
42062 - Business Office	28654 - Events	42144 - Registrar
28652 - Cafeteria	42061 - Financial Aid Office	28609 - Riverworks Facilities
28664 - Career Services	28665 - Food Procurement	28657 - Student Housing
28658 - Culinary Camp	42046 - IT	28644 - Student Life

DATE		TIME-IN (Start)	TIME-OUT	TIME-IN	TIME-OUT	TIME-IN	TIME-OUT (End)	Total Hours
1	16							
2	17							
3	18							
4	19							
5	20							
6	21							
7	22							
8	23							
9	24							
10	25							
11	26							
12	27							
13	28							
14	29							
15	30							
	31							
TOTAL HOURS								