SMU EMPLOYEE ID NO. ORGANIZATION NO.					EMPLOYEE NAME						RC		PAY PERIOD END				
DATE:																	
	SAT	SUN	MON	TUE	WED	THUR	FRI	WEEK 1	SAT	SUN	MON	TUE	WED	THUR	FRI	WEEK 2	
SOUTHERN METHODIST UNIVERSITY EMPLOYEE TIMECARD					TOTAL WEE	KLY HOURS							TOTAL WEE	KLY HOURS			
ERN METHC EMPLOYEE	PARTIAL HOURS:   0 TO 7 MINUTES:   = +0.00     8 TO 22 MINUTES:   = +0.25							TOTAL PA	Y PERIOD	HOURS:							
SOUTHEF	23 TO 37 MINUTES: = +0.50 <b>REMARKS:</b> 38 TO 52 MINUTES: = +0.75 53 TO 59 MINUTES: = +1.00 <b>INSTRUCTIONS:</b> 1. COMPLETE BY PRINTING IN INK. 2. TOTAL WEEK 1 AND WEEK 2 HOURS. 3. TOTAL HOURS FOR PAY PERIOD. 4. EMPLOYEE AND SUPERVISOR MUST SIGN BELOW.									FOR PAYROLL USE ONLY							
SIGNATURE REQUIRED																	
EMPLOYEE SIGNATURE					SUPERVISOR SIGNATURE					CAMPUS PHONE							

	SMU EMPLOYEE ID NO. ORGANIZATION NO.					EMPLOYEE NAME						RC		PAY PERIOD END				
DA	TE:																	
		SAT	SUN	MON	TUE	WED	THUR	FRI	WEEK 1	SAT	SUN	MON	TUE	WED	THUR	FRI	WEEK 2	
Σ	-																	
IVERS	Q																	
SOUTHERN METHODIST UNIVERSITY	TIMECARD																	
	2	TOTAL WEEKLY HOURS						ATOT							OTAL WEEKLY HOURS			
RN N	EMPLOYEE	PARTIAL HOURS:   0 TO 7 MINUTES:   = +0.00     8 TO 22 MINUTES:   = +0.25						TOTAL PAY PERIOD HOURS:										
ITHEI	Ξ			38 TO 52	TO 37 MINUTES: = +0.50 REMAR   B TO 52 MINUTES: = +0.75   B TO 59 MINUTES: = +1.00										FOR PAYROLL USE ONLY			
nos		INSTRUCTIONS: 1. COMPLETE BY PRINTING IN INK. 2. TOTAL WEEK 1 AND WEEK 2 HOURS. 3. TOTAL HOURS FOR PAY PERIOD. 4. EMPLOYEE AND SUPERVISOR MUST SIGN BELOW.																
SIGNATURE REQUIRED																		
						SUPERVISOR SIGNATURE						CAMPUS PHONE						