

Hourly Time Report

The Evergreen State College

Timesheets are due the first working day following the end of the semi-monthly work period.

Month and Year of Work: _____

Account Manager Signature _____

Name: *Last* _____ *First* _____ *M.I.* _____

Social Security Number or Evergreen ID Number (*REQUIRED*): _____

Account Name: _____

Org. Code: _____

Account Code: _____

Rate of Pay: _____

1st - 15th

16th - End

Total Hours

Time Period (check one)

Coding Instructions:

Employee Type	Account
Students Registered at least half-time:	6146
Students Registered less than half-time (4 UG & 2 G):	6145
Federal Work/Study:	6141
State Work/Study:	6142
Evergreen Work/Study:	6143
Temporary Non-Student:	6152
Temporary non-student filling a classified position:	61331
Temporary non-student filling an exempt position:	61131

Enter a colon between the hours and minutes in 24 hour time.

12 Hour 24 Hour

1:00 p.m.	13:00
2:00 p.m.	14:00
3:00 p.m.	15:00
4:00 p.m.	16:00
5:00 p.m.	17:00
6:00 p.m.	18:00
7:00 p.m.	19:00
8:00 p.m.	20:00
9:00 p.m.	21:00
10:00 p.m.	22:00
11:00 p.m.	23:00
12:00 p.m.	24:00

Date	In	Out	In	Out	Hours
1 or 16					
2 or 17					
3 or 18					
4 or 19					
5 or 20					
6 or 21					
7 or 22					
8 or 23					
9 or 24					
10 or 25					
11 or 26					
12 or 27					
13 or 28					
14 or 29					
15 or 30					
31					

Comments:

Employee and Immediate Supervisor:

For **ALL student positions complete:**

Work is: (check one)

Satisfactory

Unsatisfactory

By signing this timesheet I certify that the hours indicated above are true and correct.

Immediate Supervisor signature

Student/Hourly/Temporary signature