NAVAJO TECHNICAL UNIVERSITY

TIMESHEET - FAIR LABOR STANDARDS ACT (FLSA) NON-EXEMPT (HOURLY) EMPLOYEES ONLY

Pay Period From ____/____/____ to ____/____/____

Employee Name: _____

Postion Tile: _____

SCHEDULED SHIFT **Student Temporary Timesheet**

	DAY	EVENING	NIGHT
Shift begins:	8:00 AM	___:____ __M	___:____ __M
Shift ends:	5:00 PM	___:____ __M	___:____ __M

EMPLOYEE **MUST** SIGN IN AND OUT**

Dates Scheduled Week One		HOURS WORKED*			Time of Arrival – Signature	Time	INITIAL	Time of Departure – Signature	Time	INITIAL
____/____/____	Saturday					___:____ __M			___:____ __M	
____/____/____	Sunday					___:____ __M			___:____ __M	
____/____/____	Monday					___:____ __M			___:____ __M	
____/____/____	Tuesday					___:____ __M			___:____ __M	
____/____/____	Wednesday					___:____ __M			___:____ __M	
____/____/____	Thursday					___:____ __M			___:____ __M	
____/____/____	Friday					___:____ __M			___:____ __M	
TOTAL HOURS FOR WEEK		_____	_____		No other party may sign in or out for employee!				

	DAY	EVENING	NIGHT
Shift begins:	8:00 AM	___:____ __M	___:____ __M
Shift ends:	5:00 PM	___:____ __M	___:____ __M

EMPLOYEE **MUST** SIGN IN AND OUT**

Dates Scheduled Week One		HOURS WORKED*			Time of Arrival – Signature	Time	INITIAL	Time of Departure – Signature	Time	INITIAL
____/____/____	Saturday					___:____ __M			___:____ __M	
____/____/____	Sunday					___:____ __M			___:____ __M	
____/____/____	Monday					___:____ __M			___:____ __M	
____/____/____	Tuesday					___:____ __M			___:____ __M	
____/____/____	Wednesday					___:____ __M			___:____ __M	
____/____/____	Thursday					___:____ __M			___:____ __M	
____/____/____	Friday					___:____ __M			___:____ __M	
TOTAL HOURS FOR WEEK		_____	_____		No other party may sign in or out for employee!				
TOTAL FOR PAY PERIOD		_____	_____						

SUPERVISOR OR DEPARTMENT TIMEKEEPER **MUST CERTIFY TIMES IN AND OUT FOR PAY PERIOD

Submit with approved leave slips as appropriate, to NTU

CERTIFICATION: SUPERVISOR _____

TIMEKEEPER _____