

The George Washington University

MANUAL TIMESHEET

Pay period: _____

Position # to be paid: _____

GWID: _____

Banner (Org) Index: _____

Name: _____

REQUIRED
Please explain why time was not entered into the Time Reporting System:

Day of the week	Date	In-Punch	Out-Punch	In-Punch	Out-Punch	Total Worked Hours	Time Off Pay Codes (ANL, SIC, JRY, UCL, BRV etc)	Total Time Off Hours
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								

Day of the week	Date	In-Punch	Out-Punch	In-Punch	Out-Punch	Total Worked Hours	Time Off Pay Codes (ANL, SIC, JRY, UCL, BRV etc)	Total Time Off Hours
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								

GRAND TOTAL HOURS:

Employee Signature	Printed Name:	E-mail:	Date:
Approval Signature	Printed Name & Title	E-mail and Ext.	Date: