

DEPARTMENT \_\_\_\_\_

ACCOUNT NO. |\_\_|\_\_|\_\_|\_\_|\_\_|\_\_

HOURS WEEK ENDING \_\_\_/\_\_\_/\_\_\_

WEEK ENDING \_\_\_/\_\_\_/\_\_\_

SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI

The hours reported accurately reflect the hours worked. Vacation hours paid before earned will be deducted from my final paycheck in accordance with policy.

CERTIFIED CORRECT

\_\_\_\_\_ EMPLOYEE SIGNATURE