**Richard Bland College**

**Hourly/Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: December 9, 2019 – December 22, 2019** **Pay Date = January 3, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **9** | **10** | **11** | **12** | **13** | **14** | **15** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **16** | **17** | **18** | **19** | **20** | **21** | **22** |
| **Hours Worked** |  |  |  |  |  |  |  |

**Total Hours Worked**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**This timesheet is due to HR no later than December 24, 2019. If received after December 24, 2019, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: December 23, 2019– January 5, 2020****Pay Date = January 17, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **23** | **24** | **25** | **26** | **27** | **28** | **29** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **30** | **31** | **1** | **2** | **3** | **4** | **5** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**This timesheet is due to HR no later than January 7, 2020. If received after January 7, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: January 6, 2020 – January 19, 2020****Pay Date = January 31, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **13** | **14** | **15** | **16** | **17** | **18** | **19** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

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Supervisor Signature Date

**This timesheet is due to HR no later than January 21, 2020. If received after January 21, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: January 20, 2020 – February 2, 2020****Pay Date = February 14, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **20** | **21** | **22** | **23** | **24** | **25** | **26** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **27** | **28** | **29** | **30** | **31** | **1** | **2** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**This timesheet is due to HR no later than February 4, 2020. If received after February 4, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: February 3, 2020 – February 16, 2020****Pay Date = February 28, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **10** | **11** | **12** | **13** | **14** | **15** | **16** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**This timesheet is due to HR no later than February 18, 2020. If received after February 18, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: February 17, 2020 – March 1, 2020****Pay Date = March 13, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **17** | **18** | **19** | **20** | **21** | **22** | **23** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **24** | **25** | **26** | **27** | **28** | **29** | **1** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**This timesheet is due to HR no later than March 3, 2020. If received after March 3, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: March 2, 2020 – March 15, 2020****Pay Date = March 27, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **9** | **10** | **11** | **12** | **13** | **14** | **15** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**This timesheet is due to HR no later than March 17, 2020. If received after March 17, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: March 16, 2020 – March 29, 2020****Pay Date = April 10, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **16** | **17** | **18** | **19** | **20** | **21** | **22** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **23** | **24** | **25** | **26** | **27** | **28** | **29** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**This timesheet is due to HR no later than March 31, 2020. If received after March 31, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: March 30, 2020 – April 12, 2020****Pay Date = April 24, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **30** | **31** | **1** | **2** | **3** | **4** | **5** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

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Supervisor Signature Date

**This timesheet is due to HR no later than April 14, 2020. If received after April 14, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: April 13, 2020 – April 26, 2020****Pay Date = May 8, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **13** | **14** | **15** | **16** | **17** | **18** | **19** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **20** | **21** | **22** | **23** | **24** | **25** | **26** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**This timesheet is due to HR no later than April 28, 2020. If received after April 28, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: April 27, 2020 – May 10, 2020****Pay Date = May 22, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **27** | **28** | **29** | **30** | **1** | **2** | **3** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**This timesheet is due to HR no later than May 12, 2020. If received after May 12, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: May 11, 2020 – May 24, 2020****Pay Date = June 5, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **11** | **12** | **13** | **14** | **15** | **16** | **17** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **18** | **19** | **20** | **21** | **22** | **23** | **24** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**This timesheet is due to HR no later than May 26, 2020. If received after May 26, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: May 25, 2020 – June 7, 2020****Pay Date = June 19, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **25** | **26** | **27** | **28** | **29** | **30** | **31** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**This timesheet is due to HR no later than June 9, 2020. If received after June 9, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: June 8, 2020 – June 21, 2020****Pay Date = July 3, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **8** | **9** | **10** | **11** | **12** | **13** | **14** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **15** | **16** | **17** | **18** | **19** | **20** | **21** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**This timesheet is due to HR no later than June 23, 2020. If received after June 23, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: June 22, 2020 – July 5, 2020****Pay Date = July 17, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **22** | **23** | **24** | **25** | **26** | **27** | **28** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **29** | **30** | **1** | **2** | **3** | **4** | **5** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**This timesheet is due to HR no later than July 7, 2020. If received after July 7, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: July 6, 2020 – July 19, 2020****Pay Date = July 31, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **13** | **14** | **15** | **16** | **17** | **18** | **19** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

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 Employee Signature Date

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Supervisor Signature Date

**This timesheet is due to HR no later than July 21, 2020. If received after July 21, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: July 20, 2020 – August 2, 2020****Pay Date = August 14, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **20** | **21** | **22** | **23** | **24** | **25** | **26** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **27** | **28** | **29** | **30** | **31** | **1** | **2** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

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 Employee Signature Date

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Supervisor Signature Date

**This timesheet is due to HR no later than August 4, 2020. If received after August 4, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: August 3, 2020 – August 16, 2020****Pay Date = August 28, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **10** | **11** | **12** | **13** | **14** | **15** | **16** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

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Supervisor Signature Date

**This timesheet is due to HR no later than August 18, 2020. If received after August 18, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: August 17, 2020 – August 30, 2020****Pay Date = September 11, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **17** | **18** | **19** | **20** | **21** | **22** | **23** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **24** | **25** | **26** | **27** | **28** | **29** | **30** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

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Supervisor Signature Date

**This timesheet is due to HR no later than September 1, 2020. If received after September 1, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: August 31, 2020 – September 13, 2020****Pay Date = September 25, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **31** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **7** | **8** | **9** | **10** | **11** | **12** | **13** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

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Supervisor Signature Date

**This timesheet is due to HR no later than September 15, 2020. If received after September 15, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: September 14, 2020 – September 27, 2020****Pay Date = October 9, 2020** | **Hourly Rate: 7.25 per hour** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **14** | **15** | **16** | **17** | **18** | **19** | **20** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **21** | **22** | **23** | **24** | **25** | **26** | **27** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

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Supervisor Signature Date

**This timesheet is due to HR no later than September 29, 2020. If received after September 29, 2020 the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: September 28, 2020 – October 11, 2020****Pay Date = October 23, 2020** | **Hourly Rate: 7.25 per hour** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **28** | **29** | **30** | **1** | **2** | **3** | **4** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **5** | **6** | **7** | **8** | **9** | **10** | **11** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

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Supervisor Signature Date

**This timesheet is due to HR no later than October 13, 2020. If received after October 13, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: October 12, 2020 – October 25, 2020****Pay Date – November 6, 2020** | **Hourly Rate: 7.25 per hour** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **12** | **13** | **14** | **15** | **16** | **17** | **18** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **19** | **20** | **21** | **22** | **23** | **24** | **25** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

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Supervisor Signature Date

**This timesheet is due to HR no later than October 27, 2020. If received after October 27, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: October 26, 2020 – November 8, 2020****Pay Date = November 20, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **26** | **27** | **28** | **29** | **30** | **31** | **1** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

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Supervisor Signature Date

**This timesheet is due to HR no later than November 10, 2020. If received after November 10, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: November 9, 2020 – November 22, 2020****Pay Date = December 4, 2020** | **Hourly Rate: 7.25 per hour** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **9** | **10** | **11** | **12** | **13** | **14** | **15** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **16** | **17** | **18** | **19** | **20** | **21** | **22** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hours are accurate to the best of my knowledge.**

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 Employee Signature Date

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Supervisor Signature Date

**This timesheet is due to HR no later than November 24, 2020. If received after November 24, 2020, the employee will not be paid until the next pay date.**

**Richard Bland College**

**Hourly Wage Time Sheet**

|  |  |
| --- | --- |
| **Employee Name:**  | **Employee ID Number:**  |
| **Department:**  | **Position Title:**  |
| **Pay Period: November 23, 2020 – December 6, 2020****Pay Date = December 18, 2020** | **Hourly Rate: 7.25 per hour** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **23** | **24** | **25** | **26** | **27** | **28** | **29** |
| **Hours Worked** |  |  |  |  |  |  |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **30** | **1** | **2** | **3** | **7** | **8** | **6** |
| **Hours Worked** |  |  |  |  |  |  |  |

Total Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION: I certify that the above hour s are accurate to the best of my knowledge.**

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 Employee Signature Date

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Supervisor Signature Date

**This timesheet is due to HR no later than December 8, 2020. If received after December 8, 2020, the employee will not be paid until the next pay date.**