

WAGNER COLLEGE

HUMAN RESOURCES OFFICE
 One Campus Road, Staten Island, NY 10301
 Tel. No. 718-390-3187 Fax. No. 718-420-4146

STAFF TIME SHEET

WEEK ENDING: / /

EMPLOYEE NAME:	TITLE:
DEPARTMENT:	SUPERVISOR:

DUE IN PERSONNEL DEPARTMENT BY 10:00AM EACH MONDAY MORNING.

DATE	START TIME	MEAL BREAK	END TIME	REGULAR HOURS	LEAVE TYPE & HOURS	OVERTIME HOURS	TOTAL HOURS
MONDAY / /							
TUESDAY / /							
WEDNESDAY / /							
THURSDAY / /							
FRIDAY / /							
SATURDAY / /							
SUNDAY / /							
WEEKLY TOTALS:							

COMMENTS:

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____

LEGEND FOR LEAVE TYPES

S = SICK	H = HOLIDAY	P = PERSONAL	D = DISABILITY	CD = COLLEGE DISCRETION
V = VACATION	B = BEREAVEMENT	NP = NO PAY	J = JURY DUTY	WC = WORKERS COMPENSATION