

Moore College of Art and Design

Staff Timesheet

Employee Name _____

(Print)

Department _____

<u>Week Ending Date</u>	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>

Total Hours _____

Account Number _____ - _____ - _____
(ex: 00-0000-0000)

Hourly Rate: \$ _____

Gross Total: \$ _____

Employee Signature

Department Head Signature

*****Note: Your Department Head must sign all timesheets along with the 10 digit account number.
