

The School of Nursing and Health Studies

Northern Illinois University

GA Time Sheet

Pay Period (mm/dd/yyyy): _____ - _____ Employee ID: _____

Last Name, First MI: _____

Reports To: _____

Faculty Member Name

Faculty Member Signature

Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Hours Worked																	
Day of Month	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours Worked		
Hours Worked																	

1. Fill in the Pay Period.
2. Fill in your employee # (you can find this on the upper middle portion of your pay stub).
3. Fill in your full name.
4. Fill in the name of the faculty member you report to.
5. Fill in the amount of hours you work each day.
Use:
 .25 for 15 minutes
 .50 for 30 minutes
 .75 for 45 minutes
 1.0 for 1 hour
 For example, if you worked from 8:00 - 11:30 you would write 3.5 hours.
6. Total your hours for the pay period at the end.
7. Have the faculty member that you report to sign the time sheet to verify your hours are correct.