**Timesheets**

Complete timesheets (and sign them) for the entire quarter and submit them to John before the end of the first week of the quarter. Timesheets MUST be completed in pen or they will be rejected by the Payroll office. Complete one timesheet for each two-week pay period, using the dates on the left side of the timesheet. (See reverse side for a calendar of this quarter).

Your budget number is __________
Your rate of pay is $_______.

For each timesheet, predict your time in and time out; then provide a total per day. Total the number of hours at the bottom.

Don't forget to sign each timesheet at the bottom.

Bio100 TAs - submit timesheets for 5 hours per section per week for 10 weeks.
All other TAs - submit timesheets for 6 hours per section per week for 10 weeks.