

# Elapsed Timesheet

The purpose of this form is to report time to the Time and Labor team that is past the manager's access or changes. Managers can enter time for the current pay period and one pay period back. Items that are received within the manager's access timeframe will be returned. Emails will not be accepted in lieu of this form. However, the form may be emailed. This form department is processing.

This form should NOT be used for reporting time for punchtime reporters and will not be processed. Please use the PUNCH TIMESHEET

**This form is not for reporting absences. Absences will not be processed from this form.**

Employee Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Timesheet Record #: \_\_\_\_\_ Campus: \_\_\_\_\_

Pay Period End Date: \_\_\_\_\_

Reporting Time for SUB Pay Needs the Complete \_\_\_\_\_

Week One	Date	Time Reporting Code	Hours
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Week Two	Date	Time Reporting Code	Hours
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Employee Name: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

HR Name: \_\_\_\_\_

HR Signature: \_\_\_\_\_

Internal Received Date: \_\_\_\_\_

Processed Date: \_\_\_\_\_

\_\_\_\_\_