

# HUNTER COLLEGE BI-WEEKLY NON-TAX LEVY TIMESHEET

<u>Pay Period</u>		
From:	College Department _____	
To:	Account Name _____	Account Number _____
Payroll No.	Supervisor's Name (PLEASE PRINT) _____	Work Telephone Number _____

**Employee's Name** \_\_\_\_\_  
 (PLEASE PRINT)      **Last**                      **First**                                      **Social Security Number** \_\_\_\_\_

**Employee's Title** \_\_\_\_\_

### Total Hours Worked Per Day\*

\*An unpaid mandatory break of at least 30 minutes is required after working five (5) consecutive hours.  
 Total hours for the day must not include breaks, lunch or supper periods.

**Week 1**

Day	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Total Hours Week 1
<b>Date</b>								
<b>Hours Worked</b>								

**Week 2**

Day	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Total Hours Week 2
<b>Date</b>								
<b>Hours Worked</b>								

**Total Hours Per Pay Period**     

**Pay Rate Per Pay Period**     

**Total Amount Due**     

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Date**