

FOR FINANCIAL OFFICE USE ONLY

Date Entered into PeopleSoft: _____

Job Number: _____

PLEASE COMPLETE THE ENTIRE FORM

**Department of Economics
On Campus Casual Time Sheet**

Name: _____ Harvard ID: _____

Week Ending (Saturday): _____

Undergrad: _____ Grad: _____ Other: _____

Work Study? Yes: _____ No: _____

Faculty Aid? Yes: _____ No: _____

Department Faculty Supervisor: _____

Department Account Number: _____

	Date	Hours Worked	Total Number of Hours Worked
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Week Total			
Hourly Total			
Gross Pay			

TOTAL HOURS OF ALL HARVARD JOBS COMBINED PER WEEK DOES NOT EXCEED 40 HOURS. IF SO, PLEASE INCLUDE WRITTEN PERMISSION.

I certify that the above hours charged are correct and that the work was performed in a satisfactory manner.

EMPLOYEE SIGNATURE: _____ Date: _____

SUPERVISOR SIGNATURE: _____ Date: _____