

JISAO – Hourly Time Report

Month _____ Year _____
 Pay Period: 01-15 _____
 16-end _____

Name _____ Job Title _____

Pay Rate _____ Budget to be charged _____

Hours Worked (please record partial hours as decimals)

Sun		Mon		Tues		Wed		Thurs		Fri		Sat		Total
Date	hrs	Date	hrs	Date	hrs	Date	hrs	Date	hrs	Date	hrs	Date	hrs	

Total for semi-monthly pay period _____

This is a record of the hours worked which should be charged to the above budget.

 Employee's Signature

 Date

Approved by:

 UW Supervisor

 Date

Note: Time reports are due in the JISAO office on the 16th and on the first day of the following month. When those dates fall on a weekend, please submit your time report by the next working day. They may be faxed to the JISAO payroll coordinator.

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