



Cornell University

University Payroll Office

Employee Timesheet

Employee Name _____ Date _____

Employee Number _____ Department Name _____

Manager or Pay Rep Name _____ Extension _____ NetID _____

Date	Time Entry Code	Position Number	In Punch	Meal Out	Meal In	Out Punch	Total Hours
Total Hours for All Days							

I certify that these hours are a true and accurate record of all time worked during the pay period.

Employee Signature Date _____

Supervisor Signature Date _____