



Physics Department
Daily Time Record

This record must be retained for audit as follows:

Regular: 4 years from creation, Work Study: 5.5 years after fiscal year
Federally Sponsored Project: entire period of grant and 3 years thereafter.

Payroll

Year: 2007
Number: Oct./Nov.
Job
ID:
Position:
Title:
Last:
First:
Phone:
Grad Undergrad
Enrolled Hrs:
Index:
Physics Dept

Earnings

Table with columns: Code, Total Hrs, Rate, Total Wages

Daily Time

Table with columns: Date, Time In, Time Out, Hours for days Mon through Sun, and a Total column.

Certification

I certify that the hours are correct, and properly charged to the earn codes designated. I understand that earn codes RWS and RW1 thru RW5 are partially Federal Funded.

Employee Signature
Supervisor Signature

Date 11/15/07
Date