Edward Via College of Osteopathic Medicine

Employee Wage Timesheet

*Human Resources Directors*

*Virginia Campus: Eric Klingbeil – eklingbeil@vt.vcom.edu*

*Carolinas Campus: Jean Harris – jvharris@carolinas.vcom.edu*

*Auburn Campus: Erin Wilson – ewilson01@auburn.vcom.edu*

*Louisiana Campus: Christie Ellis – cellis01@ulm.vcom.edu*

|  |  |
| --- | --- |
| Employee Name (Please Print):      | Grant Name & Fund Number (If Applicable):      |

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| Work Period |
| Month:      | Dates: 1st-15th:      | Dates: 16th-End:      | Year:      |

*Payrolls are biweekly periods of 1-15 and 16-end of month. Submit at the end of each work period.*

|  |  |
| --- | --- |
| Work Week | Hours Worked |
| Begin Date | End Date | SUN | MON | TUE | WED | THURS | FRI | SAT | Total Hours |
|       |       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |       |
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Employee Signature Date Supervisor Signature Date

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| --- |
| ***TO BE COMPLETED BY HUMAN RESOURCES*** |
| Employee’s Hourly Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Paycheck: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Personnel #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Position #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Recorded in Payroll: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |