



Timekeeper: \_\_\_\_\_  
 Extension: \_\_\_\_\_

**Employee Time Sheet – Positive Reporting Employees**  
 Individual

Student       Non-student

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_      Empl Rec #: \_\_\_\_\_

Department Name: \_\_\_\_\_      Department ID: \_\_\_\_\_

HR Account Code: \_\_\_\_\_      Week Ending Date: \_\_\_\_\_

*Sun	*Mon	*Tues	*Wed	*Thurs	*Fri	*Sat	*Total

\* Report hours in decimals

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

University of Massachusetts Lowell forms and information can be found online at <http://www.admin.uml.edu/hr/forms>