



*University of Massachusetts Lowell
Temporary Employee Timesheet
Student and Hourly Employees*

<i>Employee Name:</i>	<i>Department Name:</i>
<i>Employee ID:</i>	<i>Employee Record Number:</i>
<i>Combo Code:</i>	<i>Week Beginning(Sunday):</i>

Sunday Date:	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:	Saturday Date:	Total Hours Worked

For Timekeeper Use Only
Time Reporting Codes to be used are:
STYSH - Student Employees
REE - Hourly Employees
STYWS - Work Study Student Employee

Employee Signature _____ *Date:* _____
I certify that the hours worked on this timesheet are accurate and reflect the time worked or time earned for pay purposes during the period indicated.

Supervisors Signature _____ *Date:* _____
I certify that the hours worked on this timesheet are accurate and reflect the time worked or time earned for pay purposes during the period indicated.

*The State Comptroller's Office requires paper timesheets be kept on file for at least 3 years.
University of Massachusetts Lowell Human Resource forms can be found at www.uml.edu/hr*