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1809 Ashland Avenue Baltimore, MD 21205

**STAFF TIMESHEET**

* Please return completed form via email to BermanHRPR@jhu.edu. You can either obtain the supervisor signature prior to submission or you can copy the supervisor who can then reply to all approving.
* Timesheets are processed within 24 hours of receiving supervisor approval.
* The cutoff schedule is posted on the intranet site. <https://bioethics.jhu.edu/intranet/>.
* Time must be submitted and approved by noon on the payroll cutoff date.

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DAY | DATE | Start Time | Lunch(a 30 min break must be included) | EndTime | LEAVECodeSee note below\* | Total HoursShould be reduced for lunch. |
| Monday |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |
|  | **OVERTIME MUST BE PREAPPROVED Total Hours** |  |  |

\* You must complete the timesheet for the entire week for us to determine if overtime payment is due. If you are not physically working on a specific day, please indicate which type of leave was used: (V) vacation, (S) sick, (H) holiday, (O) other. Overtime rates are only paid for physical time worked over 40 hours in a week.

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

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

**Budget number to be charged: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (if you do not know the number please list the project title)