

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)	End Time	LEAVE Code <small>See note below*</small>	Total Hours <small>Should be reduced for lunch.</small>	
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)