LUTHERAN THEOLOGICAL SEMINARY

MONTHLY - HOURLY TIME SHEET

Name: _____ Hourly Rate: _____ (office use)

Position: _____ Total Hours: _____

Pay Period: _____ Gross Total: _____

Dept	Date	Time In	Time Out	Total Hours *	Dept	Date	Time In	Time Out	Total Hours *
Sub-Total (First Column)				0.00	Sub-Total (Second Column)				
					Grand-Total				

*Hours are paid in 1/4 hour increments.

I hereby certify that the above is a true statement of the hours which I worked.

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Dept Head Signature _____ Date: _____

Dept Head Signature _____ Date: _____

Dept Head Signature _____ Date: _____