

University of Pennsylvania
Time Report Form
 To Be Used by Temporary Hourly Employees

 Payee's Name (Print)

 Week Ending

 Payee's Signature

 Date Signed

							Hours by Project/Activity*	
							Fund Number/Activity:	Fund Number/Activity:
	Date	Time In	Time Out	Time In	Time Out	Total Hours		
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Weekly Total								

 SUPERVISOR's Name (Print) Department (Print)

 SUPERVISOR's Signature Date Signed

SUPERVISOR: I certify that the above claimed hours reasonably reflect the activities of this employee whom I supervise and/or for whom I have a suitable means of verification that the work was performed on the projects listed.

*SUPERVISOR: Please enter the Daily Total Hours for each of the projects worked on.

OTP premium rates apply to total hours worked over 40 in any given week. The Payroll system calculates the overtime rate based on the hours work across all positions held by the employee.

Student Employees, during those weeks they are in class, should not work or be compensated for greater than 20 hours per week.