




Audited.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Timekeeper Initials

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Telephone #

Contingent time sheets are due in the Payroll Office R Q ) U L G D \ E \ D P on the Contingent Pay Period Closing Date.  
Late time sheets may not be processed due to the time element of Central Payroll Bureau reporting.  
This form is to be used on an exception basis only when the web timesheet is not available