

TIMESHEET SUMMARY (Form PAYR-02)

Payperiod Ending: _____

Department: _____

Total Employees: _____

Total Regular Hours: _____

Overtime Hours: _____

Night Differential Hours: _____

Annual Leave Taken: _____

Sick Leave Taken: _____

Other Leaves (Adm,Jury, ...) _____

Other Payments (Adjunct, ...) _____

**Authorized Timekeeper
Signature
Date**

**Authorized Dept
Signature Date**

**Certifying Officer Date
Availability of Funds**