

FASHION INSTITUTE OF TECHNOLOGY • SEVENTH AVENUE AT 27TH STREET • NEW YORK CITY 10001-5992

FULL TIME EXTRA HOURS TIMESHEET

NAME:	PERIOD WORKED:					
ID #:	DEPT#/NAME:					
INSTRUCTIONS:						
 Enter the date you worked extra hours to right of the appropriate day of the week. Use one time sheet per pay period. 						
		TIME	TIME	TOTAL	Worked 5 full	
DAY	DATE	STARTED	ENDED	HOURS	— days this week:	
SUNDAY					_	
MONDAY					Yes □	
TUESDAY					— No □	
WEDNESDAY					I only worked	
THURSDAY					days this	
FRIDAY					week.	
SATURDAY						
TOTAL EXTRA HO	URS WORKED THIS	WEEK	-			
DAY	DATE	TIME STARTED	TIME ENDED	TOTAL HOURS	Worked 5 full days this week:	
SUNDAY						
MONDAY					Yes □	
TUESDAY					No D	
WEDNESDAY					No □	
THURSDAY					I only worked days this	
FRIDAY					week.	
SATURDAY						
TOTAL EXTRA HO	URS WORKED THIS	WEEK	-			
DAY	DATE	TIME STARTED	TIME ENDED	TOTAL HOURS	Worked 5 full	
SUNDAY					days this week:	
MONDAY					Yes □	
TUESDAY						
WEDNESDAY					No 🗆	
THURSDAY					I only worked days this	
FRIDAY					week.	
SATURDAY						
TOTAL EXTRA HO	URS WORKED THIS	WEEK				
GRAND TOTAL OF EXTRA HOURS WORKED: I certify that the above is a true representation of the days and hours worked by the above named employee						
EMPLOYEE			SUPERVISOR _			
Rev 1/05	(Signature)			(Signature)		