



GEORGIA CHRISTIAN UNIVERSITY

GCU EMPLOYEE TIMESHEET

Employee Name * _____, _____
Last First Middle

Department (*Job Responsibility if a Student Employee*): _____

Work Period: From _____ Through _____ (mm/dd/yyyy)

MONTH: _____

DATE	1	2	3	4	5	6	7	8	9	10	11
In											
Out											
In											
Out											
TOTAL											

DATE	12	13	14	15	16	17	18	19	20	21	22
In											
Out											
In											
Out											
TOTAL											

DATE	23	24	25	26	27	28	29	30	31		
In											
Out											
In											
Out											
TOTAL											

TOTAL MONTHLY HOURS WORKED: _____ hrs.

Date Compiled _____

Employee Name _____ Supervisor Name _____

Student Signature _____ Supervisor Signature _____

Official Use Only

Processed By :

Specifications:

Process Date:

Authority Name and Signature: