



WEEK ENDING												Please Note: For all Non-Exempt employees, you must provide the Total Hours and Hourly Rate. Please refer to time sheet preparation instruction online at <a href="http://www.aps.edu">www.aps.edu</a> , for a listing of types of employees who are Non-Exempt and guidelines under HR Employee Handbook.									
MO.	DAY	YR.																	ENTER DATE BELOW		
LOC NO.	NAME OF LOCATION					WORK PERFORMED – EXPLAIN IN DETAIL															
													ENTER DAILY HOURS BELOW								
EMPLOYEE No.	EMPLOYEE NAME					CO:	ACCT. UNIT	ACCOUNT	PAY CODE	EARNED AMOUNT	HOURLY RATE	TOTAL HOURS	S A T	S U N	M O N	T U E	W E D	T H R	F R I		
						ACTIVITY		CATEGORY													
<b>TOTAL</b>																					

**INSTRUCTIONS:**

- Regularly scheduled hourly employees - use Pay Code 001
- All other Schedules - - use Pay Code 010
- Use the Weekly Timesheet Request Log to transfer approved worked hours to the Weekly Timesheet for payment.
- If Funded from Operational keep the log at your site for your records.
- If Funded from Federal Contact Grant Management Dept. for directions, they have different log sheets and deadlines.
- All Overtime Pay needs to be on the Weekly Overtime Sheet

Supervisor Must Sign & Print Name, NO Copies, and Faxes or Scanned Accepted.

Before submitting this time sheet for payment, make sure all of the following are complete:  
 Week Ending, Location Number and Name, Work Performed, Employee Number and Name, Cost Account, Pay Code, Earned Amount OR Hourly Rate and Total Hours.

I acknowledge and agree that I worked these hours submitted and understand that the amounts paid in this subject to adjustment based on auditing per APS, Grant, and Legislative guidelines. I further acknowledge that I have not violated any policy against working unauthorized extra hours, I declare that the foregoing is true and correct under penalty of perjury.

  

Employee’s Name “PRINTED”	Employee’s Signature
“Supervisor’s PRINTED”	Supervisor’s Signature