Cornell University

University Payroll Office

Employee Timesheet

Employee Name _____ **Date** _____

Employee Number _____ **Department Name** _____

Manager or Pay Rep Name _____ **Extension** _____ **NetID** _____

Date	Time Entry Code	Position Number	In Punch	Meal Out	Meal In	Out Punch	Total Hours
						Total Hours for All Days	

I certify that these hours are a true and accurate record of all time worked during the pay period.

_____ **Date** _____

Employee Signature

_____ **Date** _____

Supervisor Signature

Return this completed form to ...
University Payroll Office
377 Pine Tree Road, Ithaca, NY 14850
Email: hrpayrollsupport@cornell.edu

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Division of Financial Affairs
Last updated: May 18, 2018