

# BENNINGTON COLLEGE

## HOURLY CAMPUS EMPLOYMENT

Timesheets must be signed by the department head and submitted to the Payroll Office according to the published payroll schedule. A copy of the schedule can be obtained from the Payroll Office. All timesheets must be submitted by noon on the due date.

\_\_\_\_\_  
Employee's Name and Date

\_\_\_\_\_  
Department

Date	Time Started and Finished	Number of Hours Worked Per Day

Total Hours: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Total Amount: \_\_\_\_\_

Approved by Dept. Head: \_\_\_\_\_

Dept. Account Numbers: Amount \_\_\_\_\_ Account number \_\_\_\_\_  
Amount \_\_\_\_\_ Account number \_\_\_\_\_