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_____ _____