

**University of Pennsylvania**

**Time Report Form**

To Be Used by Temporary Hourly Employees

\_\_\_\_\_  
Payee's Name (Print)

\_\_\_\_\_  
Week Ending

\_\_\_\_\_  
Payee's Signature

\_\_\_\_\_  
Date Signed

	Date	Time In	Time Out	Time In	Time Out	Total Hours	Hours by Project/Activity*	
							Fund Number/Activity:	Fund Number/Activity:
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
						<b>Weekly Total</b>		

\_\_\_\_\_  
SUPERVISOR's Name (Print) Department (Print)

\_\_\_\_\_  
SUPERVISOR's Signature Date Signed

SUPERVISOR: I certify that the above claimed hours reasonably reflect the activities of this employee whom I supervise and/or for whom I have a suitable means of verification that the work was performed on the projects listed.

\*SUPERVISOR: Please enter the Daily Total Hours for each of the projects worked on.

OTP premium rates apply to total hours worked over 40 in any given week. The Payroll system calculates the overtime rate based on the hours work across all positions held by the employee.

Student Employees, during those weeks they are in class, should not work greater than 20 hours per week.