

**FASHION INSTITUTE OF TECHNOLOGY  
SEVENTH AVENUE AT 27<sup>TH</sup> STREET  
NEW YORK CITY 10001-5992**

**P/T STAFF, SEASONAL/TEMP &, TECHNOLOGIST TIMESHEET**

**NAME:** \_\_\_\_\_ **PERIOD WORKED:** \_\_\_\_\_

**ID #:** \_\_\_\_\_ **RATE: \$** \_\_\_\_\_

**DEPT#/NAME:** \_\_\_\_\_ **F.T. STAFF**  **P.T. STAFF**

**INSTRUCTIONS:**

1. Enter date you worked to right of the appropriate day of the week.
2. Use one time sheet per pay period.

DAY	DATE	TIME STARTED	TIME ENDED	TOTAL HOURS	TASK
SUN					
MON					
TEUS					
WED					
THURS					
FRI					
SAT					

**TOTAL** \_\_\_\_\_

DAY	DATE	TIME STARTED	TIME ENDED	TOTAL HOURS	TASK
SUN					
MON					
TEUS					
WED					
THURS					
FRI					
SAT					

**TOTAL** \_\_\_\_\_

DAY	DATE	TIME STARTED	TIME ENDED	TOTAL HOURS	TASK
SUN					
MON					
TEUS					
WED					
THURS					
FRI					
SAT					

**TOTAL** \_\_\_\_\_

**GRAND TOTAL OF HOURS WORKD:** \_\_\_\_\_

**EMPLOYEE** \_\_\_\_\_

**SUPERVISOR** \_\_\_\_\_