

**Moore College of Art and Design**

**Staff Timesheet**

Employee Name \_\_\_\_\_

(Print)

Department \_\_\_\_\_

<b><u>Week Ending Date</u></b>	<b><u>Mon</u></b>	<b><u>Tues</u></b>	<b><u>Wed</u></b>	<b><u>Thurs</u></b>	<b><u>Fri</u></b>	<b><u>Sat</u></b>	<b><u>Sun</u></b>

**Total Hours** \_\_\_\_\_

Account Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(ex: 00-0000-0000)

Hourly Rate: \$ \_\_\_\_\_

Gross Total: \$ \_\_\_\_\_

\_\_\_\_\_  
Department Head Signature

<b>*****Note: Your Department Head must sign all timesheets along with the 10 digit account number.</b>
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