PAYROLL SERVICES
The UNIVERSITY of OKLAHOMA

Paper Timesheet

Employee Name _____ EMPLID _____ Pay Period End Date 05/30/25

Week of 05/17 - 05/23															
	Saturday	05/17	Sunday	05/18	Monday	05/19	Tuesday	05/20	Wednesday	05/21	Thursday	05/22	Friday	05/23
Pay Code	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out
Example	8:00 am	12:00 pm	10:00 pm	1:00 am										
Please Select														
Please Select														
Please Select														
Please Select														
Please Select														
Total Hours	0.00		0.00		0.00		0.00		0.00		0.00		0.00	

Week of 05/24 - 05/30															
	Saturday	05/24	Sunday	05/25	Monday	05/26	Tuesday	05/27	Wednesday	05/28	Thursday	05/29	Friday	05/30
Pay Code	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out
Please Select														
Please Select														
Please Select														
Please Select														
Please Select														
Please Select														
Total Hours	0.00		0.00		0.00		0.00		0.00		0.00		0.00	

Total for Week of 05/23	0.00
Total for Week of 05/30	0.00
Pay Period Total	0.00

By signing and submitting this timesheet I certify that I have accurately recorded all hours that I have worked or taken as time off in accordance with applicable OU Policy and guidelines. I understand that I am subject to discipline up to and including termination if I have failed to record or have misrepresented any information on my timesheet.

Employee Signature _____ Date

By signing and approving this timesheet I certify that I have reviewed all hours for accuracy and compliance with applicable OU policy and guidelines. I understand that I am subject to discipline up to and including termination if I have failed to review or allowed for the misrepresentation of any information on the timesheet.

Supervisor Signature _____ Date

Comments

5/23/2025