



Adjunct Faculty Weekly Attendance Report

Name (please print)

Contract #

Week Ending
(Saturday ending date)

Day		Hours Worked
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
		Total Hours

Time sheets must be filled out in **INK** and totaled. Please use separate time sheets for separate contracts. You must complete all necessary paperwork before payment will be made.

Signature of Employee

Approved by

Form ADJ-10/06



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