MISSISSIPPI VALLEY STATE UNIVERSITY
EMPLOYEE ATTENDANCE RECORD

MONTHLY TIME SHEET

_____
(Print Name)

Month : _____ 20 _____ **Employee ID #:** _____

Day of Month	Work Time						Absences		Hours		
	In	Out	In	Out	In	Out	Code	Hours	Reg	Overtime	Absent
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
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26											
27											
28											
29											
30											
31											
TOTALS											

I certify that all of the above information pertaining to my hours and absences is true and correct.

_____   _____
Signature (Employee)   Date   Signature (Supervisor)   Date

"One Goal. One Team. One Valley"