

BOSTON COLLEGE

DEPARTMENTAL TIME LOG (Student and Part-time employees
Extra and overtime hours for Full-time office and Clerical employees) may be recorded
Here but still needs to be submitted on Overtime Time Sheet

Week of _____ through _____
Dept. or Account _____
Reviewed by: _____

WORK STUDY STUDENTS MUST RECORD IN AND OUT TIMES EACH DAY. OTHER EMPLOYEES NEED ONLY RECORD NUMBER OF HOURS EACH DAY.	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
	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
EMPLOYEE NAME, EAGLE ID AND SIGNATURE														
	Weekly Hours Total →		Daily Hours Total →											
EMPLOYEE NAME, EAGLE ID AND SIGNATURE														
	Weekly Total Hours →		Daily Hours Total →											
EMPLOYEE NAME, EAGLE ID AND SIGNATURE														
	Weekly Total Hours →		Daily Hours Total →											
EMPLOYEE NAME, EAGLE ID AND SIGNATURE														
	Weekly Total Hours →		Daily Hours Total →											
EMPLOYEE NAME, EAGLE ID AND SIGNATURE														
	Weekly Total Hours →		Daily Hours Total →											
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY							

This form is used to record hours on the weekly payroll time report and must be filed with a copy of the completed and signed time report in the department file for audit purposes.