ASSOCIATED STUDENTS
SAN DIEGO STATE UNIVERSITY

Record of Hours Worked in a Previous Pay Period

Payroll Supervisors must log actual hours worked when adding hours into the "current pay period" for hours worked in a "previous " pay period (for which there were no punches).

Employee Name	Shift In	Shift Out	Date Worked	Total Hours	Added to Pay Period Ending

Please turn in to the **Payroll Department** by the pay period deadline.

Authorized by: _____   Date: _____

Hours entered by: _____   Date: _____