

**ASSOCIATED STUDENTS  
SAN DIEGO STATE UNIVERSITY**

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## **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).

<b>Employee Name</b>	<b>Shift In</b>	<b>Shift Out</b>	<b>Date Worked</b>	<b>Total Hours</b>	<b>Added to Pay Period Ending</b>

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

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Hours entered by: \_\_\_\_\_ Date: \_\_\_\_\_