Department Override

Please complete worksheet for time accrued per each week worked. BGSU payroll weeks begin 12:01 am Sunday and end 11:59 pm Saturday

Current Student Information:

Nan (Pleas	Name: (Please print) First Middle														Last							
ID:											*			Eı	mpl]	Reco	rd:				*	
Home Department Code						Home Dept. Name:																
	Job Title:																					
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							O.P.							,							J. P. C.	
Week Ending:						mm/dd/yy						Dates worked mm/dd/yy mm/dd/yy					Total Hours worked in					
Dates worked mm/dd/yy						Total Hours & Minutes worked in decimals							mm/c].		
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Prep	ared	by:		·																		
(Name - please print)					Email Address							Campus Address										
Signature				Date							P / F Telephone Fax Number											

Please send to Payroll for processing in Time & Labor at payroll@bgsu.edu on date completed.