

**Southern Oregon University**  
**EXEMPT Classified Employee**  
**Time Sheet**

<b>Month/Year:</b>				
<b>Name</b> (Please Print):				
<b>Employee ID No.:</b>				
<b>Department:</b>				
<b>Supervisor's Name</b> (Please Print):				
I certify that the hours indicated on this report are accurate.				
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 80%;"><hr/></td> <td style="border: none; width: 20%;"><hr/></td> </tr> <tr> <td style="border: none;"><b>Employee's Signature</b></td> <td style="border: none;"><b>Date</b></td> </tr> </table>	<hr/>	<hr/>	<b>Employee's Signature</b>	<b>Date</b>
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<b>Employee's Signature</b>	<b>Date</b>			
I certify that the assigned work has been performed and payment is due as certified. Overtime has been approved and budgeted.				
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<hr/>	<hr/>			
<b>Supervisor's Signature</b>	<b>Date</b>			
<b><u>Submit certified time sheet to the Payroll Office 2 workdays after the last workday of the month.</u></b>				

<b>For Payroll Use Only</b>						
Hours Worked	Hours Drawn	Total Hours	Standard Month			
	Sick Leave	Vac. Leave	Holiday	Exch. Time	Pers. Leave	Other
<b>Beginning Balance</b>						
<b>Hours Accrued</b>						
<b>Hours Taken</b>						
<b>Next Month Available Balance</b>						
<b>Processed by:</b>						

	Show Actual Hours Worked (example: 8-12AM / 1-5PM)	Hours Worked		Hours Used						
		Reg	Exchange Time	Sick Leave	Vac. Leave	Holiday	Exch. Time	Pers. Leave	LWOP	
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