**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| TF Employee: |  | Pay Period |  |
| Position: |  | Start Date: |  |
| TF Campus: |  | Paycheck Date: |  |

**Work Log**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Week #1** | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Clock-In: |  |  |  |  |  |  |  |
| Clock-Out: |  |  |  |  |  |  |  |
| Clock-In: |  |  |  |  |  |  |  |
| Clock-Out: |  |  |  |  |  |  |  |
| Clock-In: |  |  |  |  |  |  |  |
| Clock-Out: |  |  |  |  |  |  |  |
| Clock-In: |  |  |  |  |  |  |  |
| Clock-Out: |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Daily Totals:** |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Week #2** | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Clock-In: |  |  |  |  |  |  |  |
| Clock-Out: |  |  |  |  |  |  |  |
| Clock-In: |  |  |  |  |  |  |  |
| Clock-Out: |  |  |  |  |  |  |  |
| Clock-In: |  |  |  |  |  |  |  |
| Clock-Out: |  |  |  |  |  |  |  |
| Clock-In: |  |  |  |  |  |  |  |
| Clock-Out: |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Daily Totals:** |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Week #3** | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Clock-In: |  |  |  |  |  |  |  |
| Clock-Out: |  |  |  |  |  |  |  |
| Clock-In: |  |  |  |  |  |  |  |
| Clock-Out: |  |  |  |  |  |  |  |
| Clock-In: |  |  |  |  |  |  |  |
| Clock-Out: |  |  |  |  |  |  |  |
| Clock-In: |  |  |  |  |  |  |  |
| Clock-Out: |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Daily Totals:** |  |  |  |  |  |  |  |

**Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |
|  |  |  |  |
| Supervisor Signature: |  | Date: |  |

***Business Office Use Only***

|  |  |  |  |
| --- | --- | --- | --- |
| Entered By: |  | Date: |  |