

**SAINT JOSEPH'S COLLEGE  
TIME REPORT  
HOUSEKEEPING HOURLY EMPLOYEES**

Name: \_\_\_\_\_

Week Ending: \_\_\_\_\_  
(Sunday)

Department: \_\_\_\_\_

Description of Hours Start Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
1st Shift (4:00am-11:59am)								
2nd Shift (12pm-7:59pm)								
3rd Shift (8:00pm-3:59am)								
Holiday								
Earned Time								
Other (ex:bereavement)								
Subtotal-week 1								
Stipend								

Week Ending: \_\_\_\_\_  
(Sunday)

Description of Hours Start Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
1st Shift (4:00am-11:59am)								
2nd Shift (12pm-7:59pm)								
3rd Shift (8:00pm-3:59am)								
Holiday								
Earned Time								
Other (ex:bereavement)								
Subtotal-week 2								
Total Hours for Pay Period:								
Stipend								

**\*\*Report all time in quarter hour increments.**

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

	~1st~	~2nd~	~3rd~	~H~	~E~	~O~
Payroll Use Only						
	~1st OT~	~2nd OT~	~3rd OT~			
Payroll Use Only						