

Soka University of America

Part-time Employee Time Report

Period Ending: 2/28/2022

Name: _____

DATE	IN	OUT	IN	OUT	IN	OUT	LUNCH/ DINNER	REGULAR HOURS	SUPERVISOR APPROVAL
02/16									
02/17									
02/18									
02/19									
02/20									
02/21									
02/22									
02/23									
02/24									
02/25									
02/26									
02/27									
02/28									

Total Hours

Signatures:

Employee

Date

Supervisor

Date

Note: You must have your supervisor sign your time report before turning it in to payroll.

Comments:

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