

Employee Signature: _____

BLOUSTEIN SCHOOL OF PLANNING AND PUBLIC POLICY

Employee ID (not SSN)	Last Name	First Name		Hourly Rate	Employee Class	Are you a full time student?	Yes	No
	D'Elia	Ravi		\$20.00	5	mark yes or no →	x	

Week starting: 1/21/2023 * fill in first Saturday of the pay period to populate the rest of the dates automatically

Week ending: 1/27/2023

WEEK ONE

	Sat.		Sun.		Mon.		Tues.		Wed.		Thurs.		Fri.	
	1/21/2023		1/22/2023		1/23/2023		1/24/2023		1/25/2023		1/26/2023		1/27/2023	
Time In		Total		Total			10:00 AM	Total	1:00 PM	Total		Total	10:00 AM	Total
Time Out		0.00		0.00			1:00 PM	3.00	3:00 PM	2.00		0.00	12:00 PM	2.00
Time In		Total		Total				Total		Total		Total	12:45 PM	Total
Time Out		0.00		0.00				0.00		0.00		0.00	4:00 PM	3.25
Total Hours	0.00		0.00		0.00		3.00		2.00		0.00		5.25	10.25

Week starting: 1/28/2023

Week ending: 2/3/2023

WEEK TWO

	Sat.		Sun.		Mon.		Tues.		Wed.		Thurs.		Fri.	
	1/28/2023		1/29/2023		1/30/2023		1/31/2023		2/1/2023		2/2/2023		2/3/2023	
Time In		Total		Total			10:00 AM	Total	1:00 PM	Total		Total	10:00 AM	Total
Time Out		0.00		0.00			1:00 PM	3.00	3:00 PM	2.00		0.00	1:00 PM	3.00
Time In		Total		Total				Total		Total		Total	1:30 PM	Total
Time Out		0.00		0.00				0.00		0.00		0.00	4:00 PM	2.50
Total Hours	0.00		0.00		0.00		3.00		2.00		0.00		5.50	10.50

WEEK ONE

total hrs

Project to be charged	Computer Lab 202724-200	10.25 *
Project to be charged		
Project to be charged		
Project to be charged		

WEEK TWO:

total hrs

Project to be charged	Computer Lab 202724-200	10.5 *
Project to be charged		
Project to be charged		
Project to be charged		

DESCRIPTION OF WORK - TO BE COMPLETED BY EMPLOYEE.

IT work as assigned

Account/Project to be charged: 202724-200

Certify only after work has been completed.

Certification Statement

I confirm that the above distribution of salaries and wages directly charged to Sponsored Agreements/Programs is appropriate and reasonable in relation to the work performed.



01 Feb 2023

Supervisors Signature (& printed name)

Date

Project #		Project #		Project #		Project #	
	\$		\$		\$0.00	202724-200	\$415.00