

**THE UNIVERSITY OF TENNESSEE  
 TEMPORARY HELP POOL  
 BI-WEEKLY TIME REPORT**

| FOR HR USE ONLY      |       |
|----------------------|-------|
| TOTAL REGULAR HOURS  | _____ |
| TOTAL OVERTIME HOURS | _____ |
| RATE                 | _____ |

**NAME:** \_\_\_\_\_  
**PAY PERIOD ENDING:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_  
**DEPARTMENT:** \_\_\_\_\_

**Directions:** Timesheet **MUST** be completed in ink and returned to HR-Employment by the designated date and time indicated on the Timesheet and Pay Schedule.

| 1st Week of Pay Period          | Date | Total Hours |
|---------------------------------|------|-------------|
| Monday                          |      |             |
| Tuesday                         |      |             |
| Wednesday                       |      |             |
| Thursday                        |      |             |
| Friday                          |      |             |
| Saturday                        |      |             |
| Sunday                          |      |             |
| <b>Total Hours<br/>1st Week</b> |      |             |

| 2nd Week of Pay Period                | Date | Total Hours |
|---------------------------------------|------|-------------|
| Monday                                |      |             |
| Tuesday                               |      |             |
| Wednesday                             |      |             |
| Thursday                              |      |             |
| Friday                                |      |             |
| Saturday                              |      |             |
| Sunday                                |      |             |
| <b>Total Hours<br/>2nd Week</b>       |      |             |
| <b>Total Hours<br/>for Pay Period</b> |      |             |

I certify that the above is a true statement of hours worked for The University of Tennessee.

\_\_\_\_\_  
**TEMPORARY HELP POOL EMPLOYEE**

\_\_\_\_\_  
**REQUESTOR/SUPERVISOR**

\_\_\_\_\_  
**COST CENTER NUMBER/WBS ELEMENT  
 TO BE CHARGED**

**Original to HR Employment  
 Keep copy for Department Record**