



Weekly Timesheet

Submit weekly to payrollhelp@seas.harvard.edu

- All temporary employees (Temps) must be hired through Human Resources.
Temps must not begin work until their appointment is approved. Call HR at (617) 384-7828 with questions.
- Signed time sheets must be emailed weekly, each Thursday by 12 pm to payrollhelp@seas.harvard.edu
- Time sheets must be signed by the temp’s supervisor or an authorized designee.
- Temps will be paid for their work the following Friday.
- It is strongly recommended that Temps sign up for direct deposit via PeopleSoft Self Service.
- Maximum number of hours eligible to work - student temporary workers - 20 hrs/wk; LHT temps - 14 hrs/wk

HARVARD ID# _____

EMPLOYEE NAME: _____

SUPERVISOR NAME: _____

DATES WORKED: FROM _____ TO _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total hours per week

IF YOU ARE A HARVARD STUDENT, CHECK HERE:

SUPERVISOR SIGNATURE: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

BELOW FOR ACCOUNTING USE:

TOTAL HOURS: _____ HOURLY RATE: _____ TOTAL PAY: _____