



**Weekly Timesheet**

Submit weekly to [payrollhelp@seas.harvard.edu](mailto: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](mailto: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: \_\_\_\_\_

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BELOW FOR ACCOUNTING USE:

TOTAL HOURS: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_ TOTAL PAY: \_\_\_\_\_