

Human Resources

Transmittal Advice for Hourly Time Slips

Fiscal Year: _____ Pay Period Ending: _____

Department Name: _____ Code: _____

Pay Type: **Student Wage** Number of Time Slips: _____

Total Hours: _____ Total Dollars: _____

Pay Type: **Federal Work Study** Number of Time Slips: _____

Total Hours: _____ Total Dollars: _____

Pay Type: **Hourly** Number of Time Slips: _____

Total Hours: _____ Total Dollars: _____

Total Hours: _____ *Total Dollars:* _____ *Number of Time Slips:* _____

I attest that daily time slips document all of the above hours and that the department (for at least four years) will retain these documents. The employee and the supervisor must sign the daily time slip **IN INK**.

Authorized Signature Date

Please attach the time slips for each pay type (ex: Student, FWS, hourly) with time slips in alphabetical order.

Payroll will not accept time slips without an accompanying transmittal advice form.

Use separate forms for each pay period. Return form and time slips to the payroll office every two (2) weeks per payroll schedule.

Authorized signatures must be on file in the payroll office