



# Tufts University

## New Hire TimeSheet

Prepared by:	
Date:	Ext:

Date of Hire:		Timekeep#	
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Name: (Last, First, MI)		Employee ID:
Department Name:		Dpt.#:

DeptID:		Proj/Grant:		Percent:	%
DeptID:		Proj/Grant:		Percent:	%

*Enter dates and hours worked:*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

RECAP SECTION		OVERRIDE SECTION		
Code	Hours	Rate	Account	SubCode

**REMARKS:**

I certify that the hours shown have been worked by this individual.

\_\_\_\_\_  
Department Head/Supervisor                      Date

**Return to the Service Center the following Monday, no later than 12:00 noon**

**Service Center FAX 617-627-3536**

The Service Center will not keep a copy of this form. Make a copy for your own records.