



MONTHLY TIMESHEET

Employee Name: _____ Datatel Number: _____

MONTH _____

DATE of Month	DAY of Week	HOURS	NOTES
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

DATE of Month	DAY of Week	HOURS	NOTES
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
Total		0.00	

Employee Signature: _____

Supervisor Signature: _____

Submit to Human Resource:

Email to Parthenia Hill at pphill@mckendree.edu

Or Fax to Human Resource: 618-537-8829

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