

Hourly Employee Daily Time Log

Name:	Banner ID:	Timekeeper: Eleanor Ross 920 W. Franklin St. Room 206 Phone: (804) 828-8799 Fax: (804) 828-2756 E-mail: ewross@vcu.edu			
Earn type:		Month:			
Work cycle 25- 9			Work cycle 10 - 24		
Date			Date		
	Hours Worked	Comments		Hours Worked	Comments
25			10		
26			11		
27			12		
28			13		
29			14		
30			15		
31			16		
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9					
Total Hours			Total Hours		
				Grand Total	
Working Pay Periods : 10 - 24 Paid on the 1st of the month; 25 - 9 Paid on the 16th of the month					

Employee Signature

Signature of Supervisor