



# CONCORD UNIVERSITY

## ADJUNCT/GRAD ASSISTANT TIMESHEET

FOR CURRENT PAY PERIOD \_\_\_/\_\_\_/20\_\_ TO \_\_\_/\_\_\_/20\_\_

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Employee Name

Division or Dept.

Position ID

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Course #/Section#

Course Name

DATE	Class/Lab Hours	Prep/Grading Hours	Total Hours
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

DATE	Class/Lab Hours	Prep/Grading Hours	Total Hours
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

**GT\***

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**\*GRAND TOTALS**

**Employee Certification:** I certify I worked the hours recorded on this timesheet. I understand falsification of the above statement is punishable both criminally and civilly.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Any additional comments:

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