

# Time Entry Form (Hourly)

This record must be retained for audit as follows Regular: 4 years from creation, Work Study: 5.5 years after fiscal year  
 Regular: 4 years from creation, Work Study: 5.5 Federally Sponsored Project: entire period of grant and 3 years thereafter.  
 Federally Sponsored Project: entire period of grant and 3 years thereafter.

**Payroll**  
 Year: \_\_\_\_\_ Number: \_\_\_\_\_ Program: \_\_\_\_\_ Index: \_\_\_\_\_ Acct. Code: \_\_\_\_\_

**Job**  
 ID: \_\_\_\_\_ Last: \_\_\_\_\_  
 Position: \_\_\_\_\_ First: \_\_\_\_\_

**Earnings** Month: \_\_\_\_\_ Month: \_\_\_\_\_

Code	Tot Hrs	Sp Rate	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10