

TIMESHEET ENDORSEMENT

DESIGNATED REPRESENTATIVE FOR SIGNING TIMESHEETS

School/Department _____ Location # _____

Principal/Department Head _____

Principal/Department Head Signature _____

Designated Representative _____ EID# _____

Designated Representative Signature _____

Designated Representative _____ EID# _____

Designated Representative Signature _____

Designated Representative _____ EID# _____

Designated Representative Signature _____

Today's Date _____

Note: No employee may sign his/her own timesheet or absence report.

Return to: Payroll Supervisor
Fiscal Services