

**LUMP SUM TIMESHEET**

**AS421**

Driving Worktag		Department	Contact
Type of Employee	<input type="checkbox"/> Student <input type="checkbox"/> Transient	Phone	E-mail
Pay Period	Start	End	

Employee ID	Position Nbr	Employee(Last/First)	Job Description	Workday Earning Code	Amount
Total					

I confirm that I have first-hand knowledge of the work performed by the above employees and that the above is an accurate representation of the work performed during the stated period. I certify that approval has been obtained from the appropriate office (Students – Student Aid & Scholarships; Transient - HRM). Furthermore, for students, I certify that an updated job description is on file for each title.

Approved by

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**FOR ACCOUNTING SERVICES USE ONLY**

Released by \_\_\_\_\_

Date \_\_\_\_\_

Voucher # \_\_\_\_\_