Guidelines to submit Per Session payroll documents

Document must have

1. Timesheet
   a. Payroll Period
   b. Name
   c. Title
   d. File #
   e. Official Work Hours
   f. Date
   g. In and out time
   h. Signature
   i. Total Days/Hours Worked
   j. Employee signature and date
   k. Supervisor signature and date

2. Timecard
   a. Name
   b. Month and year
   c. Signature
   d. Copy of Both sides