Attachment A

PeopleSoft Time & Labor Schedule

Employee Name: _____ EmpID: _____

Schedule:

Arrival/Clock-in: _____ am

Departure/Clock-out: _____ pm

Lunch break:

☐ 30 minutes ☐ 60 minutes

Notes: _____

_____

_____

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

Please return a copy of this form to Elizabeth Levitzky via e-mail: elevit@lsuhsc.edu. The original must be filed in departmental payroll documents.

Timekeeper:

Date Entered: _____ Initials: _____