

# University of Utah Payroll Department Paper Timesheet

Employee Name:		Empl ID		Prep By:	
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Pay Period End Date:		Pay Group:	REG	Dept.	00022	Record #		Phone:	
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**\*\*\*Payroll is not responsible for duplicate payments if timesheet is faxed more than once.**

EMAIL:	
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Earnings Code	Week 1 Sat – Fri	Week 2 Sat – Fri	Week 3 Sat – Fri	Total Hours	Rate	Total Amount	Account Code				
							Bu	Org	Act / Proj	Acct	A/U
REG							01	00022	00005790	53007	1
REG							01	00022	00005790	53007	1
REG							01	00022	00005790	53007	1
				0							
MANDATORY	Employee submitted a late timecard.										
Explanation:											

FAX – (801)585-3030

Signature of Approval	
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Printed Name of Approver	
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