Employee name is legible.
Employee ID is included.
Position number is included
Pay period is correct.
Math has been double-checked for accuracy.
Employee signed.
Supervisor (or next highest level manager) signed.
Absence forms are reflected properly on the time-sheet Date and hours on absence forms agree to date and hours on time-sheet. Category (vacation, sick) on absence forms agree to category on time-sheet.
College name is BCTC ©