



## Volunteer Timesheet

**Volunteer Printed Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Sponsoring Department:** \_\_\_\_\_ **Budget #** \_\_\_\_\_

**Volunteered to work within a department for multiple days for a month or more**

**Special Event – One or two day event / Annual Event**

**Event Name:** \_\_\_\_\_

**Month** \_\_\_\_\_

**Year** \_\_\_\_\_

Week #	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total Hours
1								
2								
3								
4								
5								
<b>Total Hours Volunteered for the Month</b>								

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructions:**

1. Form must be completed in ink. **A valid volunteer agreement must be approved prior to submission of any volunteer hours.** Complete volunteer, department and event information.
2. Fill in the Month, and Year for which you are reporting.
3. Enter the total number of hours volunteered each day within the week indicated
4. Enter your total hours for the week
5. Enter your total hours for the month
6. Direct any questions regarding this time sheet to the Payroll office at 253.566.5024 or 253.566.5182
7. Return the original signed timesheet to Human Resources in building 14 no later than then 10<sup>th</sup> of the month of the following month.