



Utah State University Time Card

Last Name	First Name	USU ID Number	Month/Year	County
Index				

Monthly Time								
Week	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Week Total
1								
2								
3								
4								
5								
6								

Total Hours	
Pay Rate	
Amount	

Employee Signature: _____ Supervisor Signature: _____

Time Cards should be faxed to Carol Ann Downs at (435) 797-7543.

If faxed time card is readable and has supervisor's signature, you do not need to mail original.
If you do need to mail the original, please mail to:

Utah State University
Attn: Carol Ann Downs
2975 Old Main Hill
Logan, UT 84322-2975