



**TIMECARD DATA ENTRY VERIFICATION AND TRANSMITTAL FORM**

DEPARTMENT: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

DATA ENTERED BY: \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING THIS TRANSMITTAL FORM:**

1. Enter the number of paper timecards included with this transmittal form.
2. Bundle the paper timecards with this form and forward them to campus personnel.
3. Supervisor should review this form and sign verifying the data entry of the paper timecards.
4. Maintain a copy of this form for future reference.

NUMBER OF PAPER CARDS CONTAINED IN THIS TRANSMITTAL: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

APPROVAL:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

*Intentional falsification of any information reported in this transmittal or created at time of data entry may lead to disciplinary action, including termination.*