



2018-2019

# COG HOURLY EMPLOYEES

Please complete ALL fields below

**Timesheet submission:**

1. Submit to supervisor
2. Upon supervisor approval submit to:

[timesheets@escoco.org](mailto:timesheets@escoco.org)

**(Please do not fax timesheets)**

**Leave form submission if not logged in AESOP:**

3. Submit to supervisor
4. Upon supervisor approval submit to:

Attn: HR  
[leavesofabsence@escoco.org](mailto:leavesofabsence@escoco.org)

## Work Statement

Employee Name \_\_\_\_\_  
(please print)

Location \_\_\_\_\_ Position \_\_\_\_\_

Email \_\_\_\_\_ Birth date \_\_\_\_\_

Dates Worked \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ Daytime phone \_\_\_\_\_

This sheet is to be kept current daily by the employee.

DATE**	IN	OUT-LUNCH	IN-LUNCH	OUT	HOURS WORKED

**\*\*Please include all work days. If leave is taken, please make note (above) on that date.**

The following items MUST be completed:

# Days worked: \_\_\_\_\_  
 Total hours: \_\_\_\_\_  
 Rate: \_\_\_\_\_  
 Amount due: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
(signature required)

Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_  
(signature required)

ESCCO Approval \_\_\_\_\_ Date \_\_\_\_\_