EASTERN NEW MEXICO UNIVERSITY-ROSWELL CAMPUS
TIMESHEET BACKUP FORM

SECTION A: FACULTY INFO

Title & Full Name		EMPLOYEE ID	
Full Mailing Address		**City/St/Zip**	

SECTION B: Time Sheet PTI's

CRN	**EMS AND SECTION #	Date	Hours
		Total Hours	

**You can get this information from the Lead Instructor

SECTION C: APPROVALS

1.	Employee	Date
2.	Supervisor	Date

NOTES:

DON'T FOR GET TO ENTER THIS TIME ON YOUR COMPUTER TIMESHEET.

YOU MUST <u>SUBMITT</u> YOU TIME ON THE FOLLOWING DATES: