

**EPIC  
TIME REPORT FOR HOURLY SERVICES**

*(Please use blue ink. Do not use correction fluid.)*

**EPIC use only:**

Hours \_\_\_\_\_ Add'l sheets \_\_\_\_\_

Rate \_\_\_\_\_ Total hrs \_\_\_\_\_

Total \_\_\_\_\_ Total all \_\_\_\_\_

Verified \_\_\_\_\_

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

EMPLOYEE ID: \_\_\_\_\_

JOB LOCATION: \_\_\_\_\_

JOB TITLE: WVPST Instructor

DATE	HOURS WORKED	RATE PER HOUR	TYPE OF WORK PERFORMED	TOTAL EARNED
<b>TOTAL</b>				

*(Use additional sheets, if needed. Sign on the last form used.)*

*(\_\_\_\_\_ Initial here if more than 1 page is being used.)*

I, the undersigned, do solemnly swear that the above time report is just, accurate and true.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
APPROVED BY EPIC SUPERVISOR

*(This section for EPIC use only)*

ACCOUNT(S) TO BE CHARGED TO: \_\_\_\_\_

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

Pay through: \_\_\_\_\_ ACCOUNTS PAYABLE  PAYROLL VENDOR#: \_\_\_\_\_