

Time sheet

for staff employed by the hour at Malmö university

N.B. Salaries are payed on the 25th each month provided the report has arrived to the payroll office not later than the last day of the month.

Faculty	Personal number	
Institution	Surname	First name

Month / Year	Hourly Wage
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Date	Assignment (for instance "note-taking")	Number of hours	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
Total number of hours:			

Signature by student:

.....
Date Signature by employee Name

.....
Date Beslutstestet (leave unsigned) Namnförtydligande

Kostnadsställe	Aktivitet	Objekt	Vkod	Procent