



Part-time H-1B Employee Timesheet

Name of employee: _____

							Date							
							Hours							

							Date							
							Hours							

							Date							
							Hours							

							Date							
							Hours							

							Date							
							Hours							

							Date							
							Hours							

							Date							
							Hours							

“Department of Labor regulations require employers to keep records of ‘hours worked each day and each week’ for all part-time H-1B employees, regardless of whether the part-time employee is paid a fixed salary, and regardless of whether the employer currently keeps such hourly records for its other part-time salaried employees.”*

Since you have an approved part-time petition to work specifically _____ hours per week, you and your department must keep clear, accessible records of the hours per week you work as proof that you have not worked more or fewer than _____ hours per week. This information must be kept with the personnel administrator in your department. A copy of this completed form must also be sent to OIE-IS every March 31, June 30, Sept. 30, and Dec. 31.

Employee signature: _____

Supervisor’s signature: _____

Date submitted: _____

*Taken from page 634 of the NAFSA Adviser’s Manual (2007 release).