

2020 – 2021 Student Employment Timesheet

Student Name _____ Student ID # _____

Dept / Office _____ Job Title _____

- Only report actual hours worked. Time in / Time out must be reported.
- When tallying, round up to nearest quarter hour. (15 min = .25; 30 min = .50; 45 min = .75)
- Record grand total hours for pay period in shaded box.
- By signing this sheet, you attest that these hours are accurate and true.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Hours
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
Time In								
Time Out								
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
Time In								
Time Out								
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
Time In								
Time Out								
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
Time In								
Time Out								
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
Time In								
Time Out								
Total hours worked this pay period:								

Student Signature _____ Date _____

Supervisor Signature _____ Date _____

Timesheets are due to the Payroll Coordinator by 4:30pm on these dates:
 Sept 15 Oct 15 Nov 13 Dec 4 Jan 15 Feb 15 March 15 April 15 May 7