

2021-2022 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 13 Oct 13 Nov 12 Dec 13 Jan 13 Feb 14 March 14 April 13 May 13