



LEADING THE WAY

2023-2024

Student Employment Timesheet

Student Name _____ ID# _____

Dept / Office _____

Job Title _____

- Only report actual time worked. Time in / Time out must be reported.
- **PLEASE ROUND TO NEAREST 15 MINUTES**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Total
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
Time In								
Time Out								
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
Time In								
Time Out								
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
Time In								
Time Out								
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
Time In								
Time Out								
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
Time In								
Time Out								
GRAND TOTAL:								

By signing this sheet, you attest that these hours are accurate and true.

Student Signature _____ Date _____

Supervisor Signature _____ Date _____

Timesheets are due to the Payroll Coordinator by 4:30pm on these dates:

July 14 * Aug 15 * Sept 15 * Oct 16 * Nov 15 * Dec 15
 Jan 15 * Feb 15 * March 15 * April 15 * May 15 * June 14