

Student Employee Timesheet

***Not to be used for Work Study Program Employees*

Student Name: _____

Student ID #: _____

Department Name: _____

General Ledger # to be charged: _____ -50622-1

ALL DATES MUST BE ENTERED ON THE TIMESHEET

Week One	Date	Time In	Time Out	Time In	Time Out	Total Hours:
Saturday	/ /					
Sunday	/ /					
Monday	/ /					
Tuesday	/ /					
Wednesday	/ /					
Thursday	/ /					
Friday	/ /					

Week One Hours:

Week Two	Date	Time In	Time Out	Time In	Time Out	Total Hours:
Saturday	/ /					
Sunday	/ /					
Monday	/ /					
Tuesday	/ /					
Wednesday	/ /					
Thursday	/ /					
Friday	/ /					

Week Two Hours:

Student

Signature: _____ Total hours:

Supervisor
Signature: _____
Supervisor
Name (Print): _____

Please follow these guidelines to ensure timely payroll payment processing:

- All entries must be completed in pen and must show IN and OUT times.
- All dates must be written in for the pay period on this timesheet.
- Timesheets must be submitted to Human Resources/Payroll by 10:00am on the Due Date.
- Due Dates and Pay Schedule are on the reverse side.**

ENROLL IN DIRECT DEPOSIT - IT'S EASY, SAFE AND NO TRIP TO THE BANK

