

# Timesheet

**Student's Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Payroll Period:** \_\_\_\_\_

Month 16th - Month 15th

*Instructions:*

1. Each payroll period begins on the 16th of the month and ends on the 15th of the following month.
2. Actual hours of the day worked must be recorded in the correct column. Round off the number of hours worked per day to the nearest 0.25 hour. Example: 10:00 - 11:45 = 1.75 hours .
3. A student may not work during hours he/she is scheduled to be attending classes or practicing with an athletic team, musical group, etc. The Federal Auditor is now required for check for possible violations of this regulation. **If a student decides to work after a class has been cancelled or ended early, the student must indicate this on the timesheet!**
4. Indicate whether working in AM or PM hours.
5. Students and the supervisor must sign the timesheet before it is submitted for payment.

	Date	Time Worked	Daily Total
SUN			
MON			
TUES			
WED			
THURS			
FRI			
SAT			
<b>Weekly Total</b>			

\*\*Indicate AM or PM Hours!

	Date	Time Worked	Daily Total
SUN			
MON			
TUES			
WED			
THURS			
FRI			
SAT			
<b>Weekly Total</b>			

\*\*Indicate AM or PM Hours!

	Date	Time Worked	Daily Total
SUN			
MON			
TUES			
WED			
THURS			
FRI			
SAT			
<b>Weekly Total</b>			

\*\*Indicate AM or PM Hours!

	Date	Time Worked	Daily Total
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MON			
TUES			
WED			
THURS			
FRI			
SAT			
<b>Weekly Total</b>			

\*\*Indicate AM or PM Hours!

	Date	Time Worked	Daily Total
SUN			
MON			
TUES			
WED			
THURS			
FRI			
SAT			
<b>Weekly Total</b>			

\*\*Indicate AM or PM Hours!

**TOTAL HOURS**

I certify that the hours reported are accurate and the work was satisfactorily done.

I certify that these were the hours I worked during the pay period indicated.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Employee's Signature