

WORK-STUDY/STUDENT EMPLOYMENT TIMESHEET

Name: _____ Department: _____

Student ID #: _____

It is the responsibility of the supervisor to turn in the timesheet to the Human Resources Office, 3rd Floor of Marshall Hall. Timesheets are due on the 1st and the 16th of each month. A late timesheet will be paid in the next payment cycle. Federal regulations require that you log the beginning and the end of every work period and total your hours for the day.

Month _____

Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Total Hours Worked for Time Period _____

Supervisor's Certification:

I have reviewed this timesheet. Work was performed as indicated and was:

___Satisfactory ___Unsatisfactory

I confirm I worked the hours indicated above.

Supervisor's Signature

Date

Student's Signature

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Month _____

Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

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