

Carleton College



Student Timesheet

Student Name: Joseph Brown

Supervisor Name: Paul Bernhardt

Student ID# 1899958

Position Worked: Production Office Assistant

*****DO NOT LEAVE ANY COLUMN BLANK!*****

Date		Time In	Time Out	Time In	Time Out	Time In	Time Out	Hours Worked
11/17/2013	Sun	14:00	17:00					3
	Mon							
11/19/2013	Tue	11:00	16:00					5
	Wed							
	Thu							
11/21/2013	Fri	14:30	16:30					2
	Sat							
	Sun							
	Mon							
	Tue							
	Wed							
	Thu							
	Fri							
	Sat							
Total hours worked during this pay period:								8

TO ENSURE ACCURATE PAYROLL ENTRY, INCOMPLETE TIMESHEETS WILL BE RETURNED & NOT PROCESSED UNTIL FORM IS COMPLETED IN ENTIRETY & CORRECTLY.

I certify that the information on this timesheet is accurate.

Student:

Joseph Brown

I authorize payment for the hours indicated above.

Supervisor:

Student completes timesheet, signs it, and gives to Supervisor for review and approval. Supervisor signs and submits completed timesheet to *Sophie McCusker* in the Payroll Office, Leighton 117 for payment.

Use decimals rather than minutes in the hours worked column, (i.e., enter 3.25 to report 3 hours and 15 minutes, 4.50 to report 4 hours and 30 minutes).