

Student Employee Timesheet

Name: _____

Pay period beginning date (Sunday): _____ Pay period ending date (Saturday): _____

Please complete to nearest half hour

| Date | Time In | Time Out | Total Hours |
|-----------|---------|----------|--------------|
| Sunday | | | |
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Saturday | | | |
| | | | TOTAL |

_____ week 1

| Date | Time In | Time Out | Total Hours |
|-----------|---------|----------|--------------|
| Sunday | | | |
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Saturday | | | |
| | | | TOTAL |

_____ week 2

TOTAL (both weeks) _____

I certify that the above time record is accurate:

Student Signature

Date

Supervisor Signature

Date