

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

02/19/2024

Supervisor Signature Date