

## 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  |         |          |              |
|           |         |          | <b>TOTAL</b> |

\_\_\_\_\_ week 1

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

\_\_\_\_\_ week 2

**TOTAL (both weeks)** \_\_\_\_\_

I certify that the above time record is accurate:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date