Student Employee Timesheet

Name: _____

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

<u>Please complete to nearest half hour</u>

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:

_____   Date

Student Signature

_____   Date

Supervisor Signature

SIU
CARBONDALE