

## 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