



# EMPLOYEE TIMESHEET for Part-Time and Student Employees

Name: \_\_\_\_\_

AU ID Number: \_\_\_\_\_

Department Where Employed: \_\_\_\_\_

Position Number: \_\_\_\_\_

Pay Period Reported (see chart below for start & end dates): \_\_\_\_\_

If any sections of this timesheet are not completed, it may delay or prevent payment.

Week One of Pay Period		
Date	Day of Week	Hours Worked
	Saturday	
	Sunday	
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	
Total Hours		

Week Two of Pay Period		
Date	Day of Week	Hours Worked
	Saturday	
	Sunday	
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	
Total Hours		

To ensure timely payment, timesheets are due by 5pm on the Monday following the pay ending date.

Paychecks are distributed two weeks after the end of the pay period.

I hereby certify that the hours worked as shown hereon are true and correct to the best of my knowledge and belief.

Employee Signature: >> EMPLOYEE sign after printing form << \_\_\_\_\_

Date: \_\_\_\_\_

I certify that I have first hand knowledge of (or have used suitable means of verifying) work performed by this individual and the salary distribution for the period covered is reasonable in relation to work performed.

Supervisor Print Name: \_\_\_\_\_

Ext. \_\_\_\_\_

Supervisor Signature: >> SUPERVISOR sign after printing form << \_\_\_\_\_

Date: \_\_\_\_\_

Submit APPROVED timesheets to payroll@american.edu.

Questions? Call 202-885-3520.

**Each pay period must be listed on its own timesheet.**

Start	End	Start	End	Start	End	Start	End	Start	End
06/15/19	- 06/28/19	09/21/19	- 10/04/19	12/28/19	- 01/10/20	04/04/20	- 04/17/20	07/11/20	- 07/24/20
06/29/19	- 07/12/19	10/05/19	- 10/18/19	01/11/20	- 01/24/20	04/18/20	- 05/01/20	07/25/20	- 08/07/20
07/13/19	- 07/26/19	10/19/19	- 11/01/19	01/25/20	- 02/07/20	05/02/20	- 05/15/20	08/08/20	- 08/21/20
07/27/19	- 08/09/19	11/02/19	- 11/15/19	02/08/20	- 02/21/20	05/16/20	- 05/29/20	08/22/20	- 09/04/20
08/10/19	- 08/23/19	11/16/19	- 11/29/19	02/22/20	- 03/06/20	05/30/20	- 06/12/20	09/05/20	- 09/18/20
08/24/19	- 09/06/19	11/30/19	- 12/13/19	03/07/20	- 03/20/20	06/13/20	- 06/26/20	09/19/20	- 10/02/20