

DEAN'S OFFICE, COLLEGE OF ENGINEERING
Student Biweekly Timesheet

Employee Name: _____

Pay Period: _____ - _____

Record time worked to the nearest quarter hour.

This timecard must be signed by your supervisor and turned in to the Dean's Office on the due dates listed below.

Turn-in dates marked with an * must be received by NOON due to the holiday weekend.

Paychecks are issued every other Wednesday (eight working days after the pay period ends).

Any timecards not received on time will be paid out two weeks later on the next biweekly pay cycle.

<u>Pay Periods</u>	<u>Due Dates</u>
Jun 22 – Jul 5	Jul 7
Jul 6 – Jul 19	Jul 21
Jul 20 – Aug 2	Aug 4
Aug 3 – Aug 16	Aug 18
Aug 17 – Aug 30	Sep 2
Aug 31 – Sep 13	Sep 15
Sep 14 – Sep 27	Sep 29
Sep 28 – Oct 11	Oct 13
Oct 12 – Oct 25	Oct 27
Oct 26 – Nov 8	Nov 10
Nov 9 – Nov 22	Nov 24
Nov 23 – Dec 6	Dec 8
Dec 7 – Dec 20	Dec 19*

	Time In	Time Out	Total
Sunday	AM PM	AM PM	
Monday	AM PM	AM PM	
Tuesday	AM PM	AM PM	
Wednesday	AM PM	AM PM	
Thursday	AM PM	AM PM	
Friday	AM PM	AM PM	
Saturday	AM PM	AM PM	

	Time In	Time Out	Total
Sunday	AM PM	AM PM	
Monday	AM PM	AM PM	
Tuesday	AM PM	AM PM	
Wednesday	AM PM	AM PM	
Thursday	AM PM	AM PM	
Friday	AM PM	AM PM	
Saturday	AM PM	AM PM	

EMPLOYEE SIGNATURE /DATE

(I certify that I have worked the hours stated above)

SUPERVISOR SIGNATURE/DATE

(I certify that the employee has worked the stated hours
and the work was performed in a satisfactory manner)

Total Hours: _____

Total Shift Differential Hours: _____