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. | | | | | |

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| Pay Periods | Due Dates |  |  | Time In | | Time Out | | Total |  |  | Time In | | Time Out | | Total |
| Sunday |  | AM |  | AM |  |  | Sunday |  | AM |  | AM |  |
| Jun 22 – Jul 5 | Jul 7 |  |  | PM |  | PM |  |  | PM |  | PM |
| Jul 6 – Jul 19 | Jul 21 | Monday |  | AM |  | AM |  |  | Monday |  | AM |  | AM |  |
| Jul 20 – Aug 2 | Aug 4 |  | PM |  | PM |  | PM |  | PM |
| Aug 3 – Aug 16 | Aug 18 | Tuesday |  | AM |  | AM |  |  | Tuesday |  | AM |  | AM |  |
| Aug 17 – Aug 30 | Sep 2 |  | PM |  | PM |  | PM |  | PM |
| Aug 31 – Sep 13 | Sep 15 | Wednesday |  | AM |  | AM |  |  | Wednesday |  | AM |  | AM |  |
| Sep 14 – Sep 27 | Sep 29 |  | PM |  | PM |  | PM |  | PM |
| Sep 28 – Oct 11 | Oct 13 | Thursday |  | AM |  | AM |  |  | Thursday |  | AM |  | AM |  |
| Oct 12 – Oct 25 | Oct 27 |  | PM |  | PM |  | PM |  | PM |
| Oct 26 – Nov 8 | Nov 10 | Friday |  | AM |  | AM |  |  | Friday |  | AM |  | AM |  |
| Nov 9 – Nov 22 | Nov 24 |  | PM |  | PM |  | PM |  | PM |
| Nov 23 – Dec 6 | Dec 8 | Saturday |  | AM |  | AM |  |  | Saturday |  | AM |  | AM |  |
| Dec 7 – Dec 20 | Dec 19\* |  | PM |  | PM |  | PM |  | PM |

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| 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: |  |
|  |  |