



Student Worker Timesheet

Regular

Please Use Only Black or Blue Ink

Account # _____ / _____ / _____

Name _____ SSN _____ Pay Period _____ / _____ / _____ to _____ / _____ / _____

Last, First, Middle Initial

Week 1

Week 2

Day	Date	Time of Day	Hours Worked	Date	Time of Day	Hours Worked
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Time of Day worked should be expressed as 8:30 – 10:30, 1:00 – 2:30, for example. In the Hours Worked Column, Fractions of hours should be written as decimals. Example: **2.75, 3.25**

I certify that I was present and worked the hours indicated above.		Total Hours Worked this Period
_____	_____	X Hourly rate of Pay
Employee Signature	Date	Total Amount Earned this Period
I certify that this student has performed satisfactory work for the hours represented on this timesheet.		(From previous timesheet) Balance Forward
_____	_____	New Balance: Balance Forward Minus Total Amount Earned this Period
Supervisor Signature	Date	Comments

Copy on blue paper