

2024-2025 Student Employee Timesheet



LEADING THE WAY

Student Name _____

Student ID # _____

Dept / Office _____

- **Time In & Time Out must be recorded.**
- **Please round to nearest 15 minutes.**
- Record weekly totals in right-hand column and grand total hours in shaded box.
- By signing this sheet, you attest that these hours are accurate and true.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Total
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
Time In								
Time Out								
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
Time In								
Time Out								
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
Time In								
Time Out								
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
Time In								
Time Out								
Grand Total Hours:								

Student Signature _____ Date _____

Supervisor Signature _____ Date _____

STUDENT PAYROLL SCHEDULE

<u>Days Worked</u>	<u>Timesheets Due by 4:30 pm</u>	<u>Pay Date</u>
Aug 1-15, 2024	Aug 19, 2024	Aug 30, 2024
Aug 16-31, 2024	Sep 3, 2024	Sept 13, 2024
Sep 1-15, 2024	Sep 17, 2024	Sept 30, 2024
Sep 16-30, 2024	Oct 2, 2024	Oct 15, 2024
Oct 1-15, 2024	Oct 17, 2024	Oct 31, 2024
Oct 16-31, 2024	Nov 4, 2024	Nov 15, 2024
Nov 1-15, 2024	Nov 19, 2024	Nov 27, 2024
Nov 16-30, 2024	Dec 3, 2024	Dec 13, 2024
Dec 1-15, 2024	Dec 17, 2024	Dec 31, 2024