

Earlham College and ESR Student Time Sheet

Fall 2019

| Week 1: | | |
|---------|-------|--------|
| Day: | Date: | Hours: |
| Sunday | | |
| Mon | | |
| Tues | | |
| Wed | | |
| Thurs | | |
| Fri | | |
| Sat | | |

Time sheet to be filled out in ink.

Period Ending: _____

Full Legal Name: _____

Drawer Number: _____

ID Number: _____

| Week 2: | | |
|------------------------------------------|-------|--------|
| Day: | Date: | Hours: |
| Sunday | | |
| Mon | | |
| Tues | | |
| Wed | | |
| Thurs | | |
| Fri | | |
| Sat | | |
| Total Hours worked for 2 week period. | | |

Student pay rate is \$7.25 per hour.

Report hours worked to the nearest quarter hour.

The COMPLETED time sheet must be turned in to the Student Payroll Office by 4:00 PM on the last Friday of the payroll period.
Please see below for pay period and due date schedule.

| |
|--------------------------|
| Department Number: _____ |
|--------------------------|

| |
|---------------------------|
| Department/ Office: _____ |
|---------------------------|

I certify that the hours reported on this record are true and correct for the period indicated.

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

| Pay Period: | | Time slips due to Student Payroll by 4:00 PM | Pay Date: |
|-------------|----------|----------------------------------------------|-----------|
| Begin: | End: | | |
| 8/18/19 | 8/31/19 | 30-Aug | 9/6/19 |
| 9/1/19 | 9/14/19 | 13-Sep | 9/20/19 |
| 9/15/19 | 9/28/19 | 27-Sep | 10/4/19 |
| 9/29/19 | 10/12/19 | 11-Oct | 10/18/19 |
| 10/13/19 | 10/26/19 | 25-Oct | 11/1/19 |
| 10/27/19 | 11/9/19 | 8-Nov | 11/15/19 |
| 11/10/19 | 11/23/19 | 22-Nov | 11/29/19 |
| 11/24/19 | 12/7/19 | 6-Dec | 12/13/19 |
| 12/8/19 | 12/14/19 | 13-Dec | 12/27/19 |