

Earlham College and ESR

Student Time Sheet

Spring 2020

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:	
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Department/ Office:	
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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:		
1/12/20	1/18/20	17-Jan	1/24/20
1/19/20	2/1/20	31-Jan	2/7/20
2/2/20	2/15/20	14-Feb	2/21/20
2/16/20	2/29/20	28-Feb	3/6/20
3/1/20	3/14/20	13-Mar	3/20/20
3/15/20	3/28/20	27-Mar	4/3/20
3/29/20	4/11/20	10-Apr	4/17/20
4/12/20	4/25/20	24-Apr	5/1/20
4/26/20	5/9/20	8-May	5/15/20