

# Earlham College and ESR Student Time Sheet Summer 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: \_\_\_\_\_

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:		
5/10/19	5/23/20	22-May	5/29/20
5/24/20	6/6/20	5-Jun	6/12/20
6/7/20	6/20/20	19-Jun	6/26/20
6/21/20	7/4/20	3-Jul	7/10/20
7/5/20	7/18/20	17-Jul	7/24/20
7/19/20	8/1/20	31-Jul	8/7/20
8/2/20	8/15/20	14-Aug	8/21/20