

# Earlham College and ESR Student Time Sheet Fall 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.

<b>Department Number:</b>	
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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:		
8/9/2020	8/15/2020	14-Aug	8/21/2020
8/16/2020	8/29/2020	28-Aug	9/4/2020
8/30/2020	9/12/2020	11-Sep	9/18/2020
9/13/2020	9/26/2020	25-Sep	10/2/2020
9/27/2020	10/10/2020	9-Oct	10/16/2020
10/11/2020	10/24/2020	23-Oct	10/30/2020
10/25/2020	11/7/2020	6-Nov	11/13/2020
11/8/2020	11/21/2020	20-Nov	11/27/2020
11/22/2020	11/28/2020	27-Nov	12/11/2020