

Earlham College and ESR Student Time Sheet Spring 2021

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:		
1/31/2021	2/13/2021	12-Feb	2/19/2021
2/14/2021	2/27/2021	26-Feb	3/5/2021
2/28/2021	3/13/2021	12-Mar	3/19/2021
3/14/2021	3/27/2021	26-Mar	4/2/2021
3/28/2021	4/10/2021	9-Apr	4/16/2021
4/11/2021	4/24/2021	23-Apr	4/30/2021
4/25/2021	5/8/2021	7-May	5/14/2021
5/9/2021	5/22/2021	21-May	5/28/2021