

# Earlham College and ESR Student Time Sheet Summer 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.

<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:		
5/23/2021	6/05/2021	6/04/2021	6/11/2021
6/06/2021	6/19/2021	6/18/2021	6/25/2021
6/20/2021	7/03/2021	7/02/2021	7/09/2021
7/04/2021	7/17/2021	7/16/2021	7/23/2021
7/18/2021	7/31/2021	7/30/2021	8/06/2021
8/01/2021	8/07/2021	8/13/2021	8/20/2021