

# Earlham College and ESR Student Time Sheet

**FALL 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:		
8/08/2021	8/14/2021	8/13/2021	8/20/2021
8/15/2021	8/28/2021	8/27/2021	9/03/2021
8/29/2021	9/11/2021	9/10/2021	9/17/2021
9/12/2021	9/25/2021	9/24/2021	10/01/2021
9/26/2021	10/09/2021	10/08/2021	10/15/2021
10/10/2021	10/23/2021	10/22/2021	10/29/2021
10/24/2021	11/06/2021	11/05/2021	11/12/2021
11/07/2021	11/20/2021	11/19/2021	11/26/2021