

Earlham College and ESR

Student Time Sheet

Winter Break 2021/2022

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 sheets due to Student Payroll by 4:00 PM	Pay Date:
Begin:	End:		
11/21/2021	12/04/2021	12/03/2021	12/10/2021
12/05/2021	12/18/2021	12/17/2021	12/24/2021
12/19/2021	01/01/2022	12/31/2021	01/07/2022
01/02/2022	01/15/2022	01/14/2022	01/21/2022
01/16/2022	01/29/2022	01/28/2022	02/04/2022