

# Earlham College and ESR Student Time Sheet FALL 2022

Week 1:		
Day:	Date:	Hours:
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Time sheet to be filled out in ink.

Period Ending: \_\_\_\_\_

**Full** Legal Name: \_\_\_\_\_

Drawer Number: \_\_\_\_\_

ID Number: \_\_\_\_\_

Week 2:		
Day:	Date:	Hours:
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total Hours worked for 2 week period.		

**Effective 7/1/2022, the student hourly pay rate is  
\$9.00 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:		
08/28/2022	09/10/2022	09/09/2022	09/16/2022
09/11/2022	09/24/2022	09/23/2022	09/30/2022
09/25/2022	10/08/2022	10/07/2022	10/14/2022
10/09/2022	10/22/2022	10/21/2022	10/28/2022
10/23/2022	11/05/2022	11/04/2022	11/11/2022
11/06/2022	11/19/2022	11/18/2022	11/25/2022
11/20/2022	12/03/2022	12/02/2022	12/09/2022
12/04/2022	12/17/2022	12/16/2022	12/23/2022