

# Earlham College and ESR

## Student Time Sheet

### Winter Break 2022/2023

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 \$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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<b>Department/ Office:</b>	
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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:		
12/18/2022	12/31/2022	12/29/2022	01/06/2023
01/01/2023	01/14/2023	01/13/2023	01/20/2023
01/15/2023	01/21/2023	01/27/2023	02/03/2023