

Earlham College and ESR Student Time Sheet Spring 2023

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.		

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.

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 slips due to Student Payroll by 4:00 PM	Pay Date:
Begin:	End:		
01/22/2023	01/28/2023	01/27/2023	02/03/2023
01/29/2023	02/11/2023	02/10/2023	02/17/2023
02/12/2023	02/25/2023	02/24/2023	03/03/2023
02/26/2023	03/11/2023	03/10/2023	03/17/2023
03/12/2023	03/25/2023	03/24/2023	03/31/2023
03/26/2023	04/08/2023	04/07/2023	04/14/2023
04/09/2023	04/22/2023	04/21/2023	04/28/2023
04/23/2023	05/06/2023	05/05/2023	05/12/2023
05/07/2023	05/13/2023	05/12/2023	05/26/2023