

Earlham College and ESR

Student Time Card

Winter Break 2025/2026

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

Time card 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 card 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 Agency Name:	
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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 card due to Student Payroll by 4:00 PM	Pay Date:
Begin:	End:		
12/14/2025	12/27/2025	12/26/2025	01/02/2026
12/28/2025	01/10/2026	01/09/2026	01/16/2026
01/11/2026	01/24/2026	01/23/2026	01/30/2026