Earlham College and ESR
Student Time Card
SPRING 2026

Time card to be filled out in ink.

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

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:	

Department/Office Agency Name:	

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:		
01/25/2026	02/07/2026	02/06/2026	02/13/2026
02/08/2026	02/21/2026	02/20/2026	02/27/2026
02/22/2026	03/07/2026	03/06/2026	03/13/2026
03/08/2026	03/21/2026	03/20/2026	03/27/2026
03/22/2026	04/04/2026	04/03/2026	04/10/2026
04/05/2026	04/18/2026	04/17/2026	04/24/2026
04/19/2026	05/02/2026	05/01/2026	05/08/2026
05/03/2026	05/16/2026	05/15/2026	05/22/2026