

Earlham College and ESR Student Time Card SUMMER 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:		
05/17/2026	05/30/2026	05/29/2026	06/05/2026
05/31/2026	06/13/2026	06/12/2026	06/18/2026
06/14/2026	06/27/2026	06/26/2026	07/03/2026
06/28/2026	07/11/2026	07/10/2026	07/17/2026
07/12/2026	07/25/2026	07/24/2026	07/31/2026
07/26/2026	08/08/2026	08/07/2026	08/14/2026
08/09/2026	08/22/2026	08/21/2026	08/28/2026