Student Name:
Supervisor:

Payperiod Start Date:
Payperiod End Date:

Week 1				
Date	Department	In	Out	TTL Hrs
Week 1 Total Hrs				

Week 2				
Date	Department	In	Out	TTL Hrs
Week 2 Total Hrs				

Instructions:

1. Please use this sheet for a maximum of two weeks.
2. Department Codes are as follows: ***AD*** -Admissions, ***SL*** -Student Life, ***BS*** -Bookstore, ***BO*** -Business Office, ***DEA*** -Dean's Office, ***DEV*** -Development Office, ***LIB*** -Library, ***Reg*** -Registration, ***FA*** -Financial Aid, ***OPS*** -Operations and ***MISC*** -Other.
3. Record only hours worked during the first week of the pay period under Week 1 and only hours worked during the second week under Week 2.
4. Please have your supervisor sign your time sheet and the conclusion of the payperiod.
5. You must sign the timesheet and submit your timesheet to the Business Office by the payperiod submission deadline (please refer to the Business Office Monthly Calander).
6. Time sheets missing signatures and/or not submitted by the deadline will not be processed.

APPROVAL

Student: By signing below you certify that you have satisfactorily worked the assigned job for the days and hours indicated.

Signature

Supervisor(S): By signing below you certify that the student has satisfactorily worked the assigned job for the days and hours indicated.

Supervisor (1) Supervisor (2)

Circle One: Federal Work Study P.I.S.E.