

Earlham College

Student Time Sheet

For On Campus

Period Ending: _____

Legal Name: _____

Drawer #: _____

ID #: _____

Student pay rate is \$7.25 per hour.

Report hours worked to the nearest quarter of an hour.

Time slip is to be filled out in ink.

The COMPLETED time sheet must be turned in to the Accounting Office by 5:00pm on the Friday of the end of the pay period.

See bottom of time sheet for schedule

Day	Date	Hours
Sat		
Sun		
Mon		
Tues		
Wed		
Thurs		
Fri		

Sat		
Sun		
Mon		
Tues		
Wed		
Thurs		
Fri		
Total hours worked for 2 week period		

Department Account Number: _____

Dept./Office: _____

I certify that the hours reported on this record are true and correct for the period indicated.

Student Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Form revised 8/2009

FOR OFFICE USE ONLY

Please remove bottom half before submitting

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Payroll Schedule Fall 2009

** A new timeslip must be used for each pay period.

Pay Period		Time Slips due in	Pay Date
Begin	End	Accounting by 5:00 pm	
8/15/2009	8/28/2009	Aug. 28	September 4,09
8/29/2009	9/11/2009	Sept. 11	September 18,09
9/12/2009	9/25/2009	Sept. 25	October 2, 09
9/26/2009	10/9/2009	Oct. 9	October 16, 09
10/10/2009	10/23/2009	Oct. 23	October 30, 09
10/24/2009	11/6/2009	Nov. 6	November 13, 09
11/7/2009	11/20/2009	Nov. 20	November 25, 09
11/21/2009	12/4/2009	Dec. 4	December 11, 09
12/5/2009	12/18/2009	Dec. 18	December 23, 09
12/19/2009	1/1/2010	Jan. 1	January 08, 10

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