**Student Timesheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | | | | | | | | |  | | | | | | **Total Hours:** | | | |  | | | | | |
| **Department:** | | |  | | | | | | | | | |  | | | | | | **Rate:** | |  | | | |
|  | | | | | |  | | | | | | | | |  | | **Supervisor must initial if rate is more than $9.25/hr** | | | | | | | | | | | | |
|  | | | |  | | | | |  | | | | | | | | | **Supervisor’s Initials:** | | | | | |  | | | | | |
| 1. Please completely fill in all of the above information. 2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.* 3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor. 4. **Supervisors must review & approve your timesheet by signing below. No exceptions.** 5. **Supervisors must provide a budget code.**   **TIMESHEETS ARE DUE ON OCTOBER 2, 2017** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Student Signature** | | | | | | | | | | |  | **Date** | | | |  | **Supervisor Signature** | | | | | | | | |  | | **Date** | |
| **Charge to account number:** | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | | |
| ***(Student will not be paid without this number)*** | | | | | | | | **(Labor – Cost Center – Account)** | | | | | | | | | | | | | | | | | | | | | |
| **SEPTEMBER 2017** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Sun** | **Mon** | | | | **Tues** | | | | | **Wed** | | | | **Thurs** | | | | | | **Fri** | | **Sat** | | | | | **Weekly Total** | | |
|  |  | | | |  | | | | |  | | | |  | | | | | | **1** | | **2** | | | | |  | | |
| **3** | **4** | | | | **5** | | | | | **6** | | | | **7** | | | | | | **8** | | **9** | | | | |  | | |
| **10** | **11** | | | | **12** | | | | | **13** | | | | **14** | | | | | | **15** | | **16** | | | | |  | | |
| **17** | **18** | | | | **19** | | | | | **20** | | | | **21** | | | | | | **22** | | **23** | | | | |  | | |
| **24** | **25** | | | | **26** | | | | | **27** | | | | **28** | | | | | | **29** | | **30** | | | | |  | | |
| **Monthly Total** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |

* **NON-DIRECT DEPOSIT EMPLOYEES: Live checks MUST be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.**

**Student Timesheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | | | | | | | | |  | | | | | | **Total Hours:** | | | |  | | | | | |
| **Department:** | | |  | | | | | | | | | |  | | | | | | **Rate:** | |  | | | |
|  | | | | | |  | | | | | | | | |  | | **Supervisor must initial if rate is more than $9.25/hr** | | | | | | | | | | | | |
|  | | | |  | | | | |  | | | | | | | | | **Supervisor’s Initials:** | | | | | |  | | | | | |
| 1. Please completely fill in all of the above information. 2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.* 3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor. 4. **Supervisors must review & approve your timesheet by signing below. No exceptions.** 5. **Supervisors must provide a budget code.**   **TIMESHEETS ARE DUE ON NOVEMBER 1, 2017** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Student Signature** | | | | | | | | | | |  | **Date** | | | |  | **Supervisor Signature** | | | | | | | | |  | | **Date** | |
| **Charge to account number:** | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | | |
| ***(Student will not be paid without this number)*** | | | | | | | | **(Labor – Cost Center – Account)** | | | | | | | | | | | | | | | | | | | | | |
| **OCTOBER 2017** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Sun** | **Mon** | | | | **Tues** | | | | | **Wed** | | | | **Thurs** | | | | | | **Fri** | | **Sat** | | | | | **Weekly Total** | | |
| **1** | **2** | | | | **3** | | | | | **4** | | | | **5** | | | | | | **6** | | **7** | | | | |  | | |
| **8** | **9** | | | | **10** | | | | | **11** | | | | **12** | | | | | | **13** | | **14** | | | | |  | | |
| **15** | **16** | | | | **17** | | | | | **18** | | | | **19** | | | | | | **20** | | **21** | | | | |  | | |
| **22** | **23** | | | | **24** | | | | | **25** | | | | **26** | | | | | | **27** | | **28** | | | | |  | | |
| **29** | **30** | | | | **31** | | | | |  | | | |  | | | | | |  | |  | | | | |  | | |
| **Monthly Total** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |

* **NON-DIRECT DEPOSIT EMPLOYEES: Live checks MUST be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.**

**Student Timesheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | | | | | | | | |  | | | | | | **Total Hours:** | | | |  | | | | | |
| **Department:** | | |  | | | | | | | | | |  | | | | | | **Rate:** | |  | | | |
|  | | | | | |  | | | | | | | | |  | | **Supervisor must initial if rate is more than $9.25/hr** | | | | | | | | | | | | |
|  | | | |  | | | | |  | | | | | | | | | **Supervisor’s Initials:** | | | | | |  | | | | | |
| 1. Please completely fill in all of the above information. 2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.* 3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor. 4. **Supervisors must review & approve your timesheet by signing below. No exceptions.** 5. **Supervisors must provide a budget code.**   **TIMESHEETS ARE DUE ON DECEMBER 1, 2017** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Student Signature** | | | | | | | | | | |  | **Date** | | | |  | **Supervisor Signature** | | | | | | | | |  | | **Date** | |
| **Charge to account number:** | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | | |
| ***(Student will not be paid without this number)*** | | | | | | | | **(Labor – Cost Center – Account)** | | | | | | | | | | | | | | | | | | | | | |
| **NOVEMBER 2017** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Sun** | **Mon** | | | | **Tues** | | | | | **Wed** | | | | **Thurs** | | | | | | **Fri** | | **Sat** | | | | | **Weekly Total** | | |
|  |  | | | |  | | | | | **1** | | | | **2** | | | | | | **3** | | **4** | | | | |  | | |
| **5** | **6** | | | | **7** | | | | | **8** | | | | **9** | | | | | | **10** | | **11** | | | | |  | | |
| **12** | **13** | | | | **14** | | | | | **15** | | | | **16** | | | | | | **17** | | **18** | | | | |  | | |
| **19** | **20** | | | | **21** | | | | | **22** | | | | **23** | | | | | | **24** | | **25** | | | | |  | | |
| **26** | **27** | | | | **28** | | | | | **29** | | | | **30** | | | | | |  | |  | | | | |  | | |
| **Monthly Total** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |

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**Student Timesheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | | | | | | | | |  | | | | | | **Total Hours:** | | | |  | | | | | |
| **Department:** | | |  | | | | | | | | | |  | | | | | | **Rate:** | |  | | | |
|  | | | | | |  | | | | | | | | |  | | **Supervisor must initial if rate is more than $9.25/hr** | | | | | | | | | | | | |
|  | | | |  | | | | |  | | | | | | | | | **Supervisor’s Initials:** | | | | | |  | | | | | |
| 1. Please completely fill in all of the above information. 2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.* 3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor. 4. **Supervisors must review & approve your timesheet by signing below. No exceptions.** 5. **Supervisors must provide a budget code.**   **TIMESHEETS ARE DUE ON JANUARY 5, 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Student Signature** | | | | | | | | | | |  | **Date** | | | |  | **Supervisor Signature** | | | | | | | | |  | | **Date** | |
| **Charge to account number:** | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | | |
| ***(Student will not be paid without this number)*** | | | | | | | | **(Labor – Cost Center – Account)** | | | | | | | | | | | | | | | | | | | | | |
| **DECEMBER 2017** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Sun** | **Mon** | | | | **Tues** | | | | | **Wed** | | | | **Thurs** | | | | | | **Fri** | | **Sat** | | | | | **Weekly Total** | | |
|  |  | | | |  | | | | |  | | | |  | | | | | | **1** | | **2** | | | | |  | | |
| **3** | **4** | | | | **5** | | | | | **6** | | | | **7** | | | | | | **8** | | **9** | | | | |  | | |
| **10** | **11** | | | | **12** | | | | | **13** | | | | **14** | | | | | | **15** | | **16** | | | | |  | | |
| **17** | **18** | | | | **19** | | | | | **20** | | | | **21** | | | | | | **22** | | **23** | | | | |  | | |
| **24** | **25** | | | | **26** | | | | | **27** | | | | **28** | | | | | | **29** | | **30** | | | | |  | | |
| **31** |  | | | |  | | | | |  | | | |  | | | | | |  | |  | | | | |  | | |
| **Monthly Total** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |

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**Student Timesheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | | | | | | | | |  | | | | | | **Total Hours:** | | | |  | | | | | |
| **Department:** | | |  | | | | | | | | | |  | | | | | | **Rate:** | |  | | | |
|  | | | | | |  | | | | | | | | |  | | **Supervisor must initial if rate is more than $9.25/hr** | | | | | | | | | | | | |
|  | | | |  | | | | |  | | | | | | | | | **Supervisor’s Initials:** | | | | | |  | | | | | |
| 1. Please completely fill in all of the above information. 2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.* 3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor. 4. **Supervisors must review & approve your timesheet by signing below. No exceptions.** 5. **Supervisors must provide a budget code.**   **TIMESHEETS ARE DUE ON FEBRUARY 1, 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Student Signature** | | | | | | | | | | |  | **Date** | | | |  | **Supervisor Signature** | | | | | | | | |  | | **Date** | |
| **Charge to account number:** | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | | |
| ***(Student will not be paid without this number)*** | | | | | | | | **(Labor – Cost Center – Account)** | | | | | | | | | | | | | | | | | | | | | |
| **JANUARY 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Sun** | **Mon** | | | | **Tues** | | | | | **Wed** | | | | **Thurs** | | | | | | **Fri** | | **Sat** | | | | | **Weekly Total** | | |
|  | **1** | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | **6** | | | | |  | | |
| **7** | **8** | | | | **9** | | | | | **10** | | | | **11** | | | | | | **12** | | **13** | | | | |  | | |
| **14** | **15** | | | | **16** | | | | | **17** | | | | **18** | | | | | | **19** | | **20** | | | | |  | | |
| **21** | **22** | | | | **23** | | | | | **24** | | | | **25** | | | | | | **26** | | **27** | | | | |  | | |
| **28** | **29** | | | | **30** | | | | | **31** | | | |  | | | | | |  | |  | | | | |  | | |
| **Monthly Total** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |

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**Student Timesheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | | | | | | | | |  | | | | | | **Total Hours:** | | | |  | | | | | |
| **Department:** | | |  | | | | | | | | | |  | | | | | | **Rate:** | |  | | | |
|  | | | | | |  | | | | | | | | |  | | **Supervisor must initial if rate is more than $9.25/hr** | | | | | | | | | | | | |
|  | | | |  | | | | |  | | | | | | | | | **Supervisor’s Initials:** | | | | | |  | | | | | |
| 1. Please completely fill in all of the above information. 2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.* 3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor. 4. **Supervisors must review & approve your timesheet by signing below. No exceptions.** 5. **Supervisors must provide a budget code.**   **TIMESHEETS ARE DUE ON MARCH 1, 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Student Signature** | | | | | | | | | | |  | **Date** | | | |  | **Supervisor Signature** | | | | | | | | |  | | **Date** | |
| **Charge to account number:** | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | | |
| ***(Student will not be paid without this number)*** | | | | | | | | **(Labor – Cost Center – Account)** | | | | | | | | | | | | | | | | | | | | | |
| **FEBRUARY 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Sun** | **Mon** | | | | **Tues** | | | | | **Wed** | | | | **Thurs** | | | | | | **Fri** | | **Sat** | | | | | **Weekly Total** | | |
|  |  | | | |  | | | | |  | | | | **1** | | | | | | **2** | | **3** | | | | |  | | |
| **4** | **5** | | | | **6** | | | | | **7** | | | | **8** | | | | | | **9** | | **10** | | | | |  | | |
| **11** | **12** | | | | **13** | | | | | **14** | | | | **15** | | | | | | **16** | | **17** | | | | |  | | |
| **18** | **19** | | | | **20** | | | | | **21** | | | | **22** | | | | | | **23** | | **24** | | | | |  | | |
| **25** | **26** | | | | **27** | | | | | **28** | | | |  | | | | | |  | |  | | | | |  | | |
| **Monthly Total** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |

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**Student Timesheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | | | | | | | | |  | | | | | | **Total Hours:** | | | |  | | | | | |
| **Department:** | | |  | | | | | | | | | |  | | | | | | **Rate:** | |  | | | |
|  | | | | | |  | | | | | | | | |  | | **Supervisor must initial if rate is more than $9.25/hr** | | | | | | | | | | | | |
|  | | | |  | | | | |  | | | | | | | | | **Supervisor’s Initials:** | | | | | |  | | | | | |
| 1. Please completely fill in all of the above information. 2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.* 3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor. 4. **Supervisors must review & approve your timesheet by signing below. No exceptions.** 5. **Supervisors must provide a budget code.**   **TIMESHEETS ARE DUE ON APRIL 2, 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Student Signature** | | | | | | | | | | |  | **Date** | | | |  | **Supervisor Signature** | | | | | | | | |  | | **Date** | |
| **Charge to account number:** | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | | |
| ***(Student will not be paid without this number)*** | | | | | | | | **(Labor – Cost Center – Account)** | | | | | | | | | | | | | | | | | | | | | |
| **MARCH 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Sun** | **Mon** | | | | **Tues** | | | | | **Wed** | | | | **Thurs** | | | | | | **Fri** | | **Sat** | | | | | **Weekly Total** | | |
|  |  | | | |  | | | | |  | | | | **1** | | | | | | **2** | | **3** | | | | |  | | |
| **4** | **5** | | | | **6** | | | | | **7** | | | | **8** | | | | | | **9** | | **10** | | | | |  | | |
| **11** | **12** | | | | **13** | | | | | **14** | | | | **15** | | | | | | **16** | | **17** | | | | |  | | |
| **18** | **19** | | | | **20** | | | | | **21** | | | | **22** | | | | | | **23** | | **24** | | | | |  | | |
| **25** | **26** | | | | **27** | | | | | **28** | | | | **29** | | | | | | **30** | | **31** | | | | |  | | |
| **Monthly Total** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |

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**Student Timesheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | | | | | | | | |  | | | | | | **Total Hours:** | | | |  | | | | | |
| **Department:** | | |  | | | | | | | | | |  | | | | | | **Rate:** | |  | | | |
|  | | | | | |  | | | | | | | | |  | | **Supervisor must initial if rate is more than $9.25/hr** | | | | | | | | | | | | |
|  | | | |  | | | | |  | | | | | | | | | **Supervisor’s Initials:** | | | | | |  | | | | | |
| 1. Please completely fill in all of the above information. 2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.* 3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor. 4. **Supervisors must review & approve your timesheet by signing below. No exceptions.** 5. **Supervisors must provide a budget code.**   **TIMESHEETS ARE DUE ON MAY 1, 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Student Signature** | | | | | | | | | | |  | **Date** | | | |  | **Supervisor Signature** | | | | | | | | |  | | **Date** | |
| **Charge to account number:** | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | | |
| ***(Student will not be paid without this number)*** | | | | | | | | **(Labor – Cost Center – Account)** | | | | | | | | | | | | | | | | | | | | | |
| **APRIL 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Sun** | **Mon** | | | | **Tues** | | | | | **Wed** | | | | **Thurs** | | | | | | **Fri** | | **Sat** | | | | | **Weekly Total** | | |
| **1** | **2** | | | | **3** | | | | | **4** | | | | **5** | | | | | | **6** | | **7** | | | | |  | | |
| **8** | **9** | | | | **10** | | | | | **11** | | | | **12** | | | | | | **13** | | **14** | | | | |  | | |
| **15** | **16** | | | | **17** | | | | | **18** | | | | **19** | | | | | | **20** | | **21** | | | | |  | | |
| **22** | **23** | | | | **24** | | | | | **25** | | | | **26** | | | | | | **27** | | **28** | | | | |  | | |
| **29** | **30** | | | |  | | | | |  | | | |  | | | | | |  | |  | | | | |  | | |
| **Monthly Total** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |

* **NON-DIRECT DEPOSIT EMPLOYEES: Live checks MUST be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.**

**Student Timesheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | | | | | | | | |  | | | | | | **Total Hours:** | | | |  | | | | | |
| **Department:** | | |  | | | | | | | | | |  | | | | | | **Rate:** | |  | | | |
|  | | | | | |  | | | | | | | | |  | | **Supervisor must initial if rate is more than $9.25/hr** | | | | | | | | | | | | |
|  | | | |  | | | | |  | | | | | | | | | **Supervisor’s Initials:** | | | | | |  | | | | | |
| 1. Please completely fill in all of the above information. 2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.* 3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor. 4. **Supervisors must review & approve your timesheet by signing below. No exceptions.** 5. **Supervisors must provide a budget code.**   **TIMESHEETS ARE DUE ON JUNE 1, 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Student Signature** | | | | | | | | | | |  | **Date** | | | |  | **Supervisor Signature** | | | | | | | | |  | | **Date** | |
| **Charge to account number:** | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | | |
| ***(Student will not be paid without this number)*** | | | | | | | | **(Labor – Cost Center – Account)** | | | | | | | | | | | | | | | | | | | | | |
| **MAY 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Sun** | **Mon** | | | | **Tues** | | | | | **Wed** | | | | **Thurs** | | | | | | **Fri** | | **Sat** | | | | | **Weekly Total** | | |
|  |  | | | | **1** | | | | | **2** | | | | **3** | | | | | | **4** | | **5** | | | | |  | | |
| **6** | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | | | **11** | | **12** | | | | |  | | |
| **13** | **14** | | | | **15** | | | | | **16** | | | | **17** | | | | | | **18** | | **19** | | | | |  | | |
| **20** | **21** | | | | **22** | | | | | **23** | | | | **24** | | | | | | **25** | | **26** | | | | |  | | |
| **27** | **28** | | | | **29** | | | | | **30** | | | | **31** | | | | | |  | |  | | | | |  | | |
| **Monthly Total** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |

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