



# STUDENT TIMESHEET

Name: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Department: \_\_\_\_\_

Rate: \_\_\_\_\_

Supervisor must initial if rate is more than \$10.10/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 SEPTEMBER 14, 2018

\_\_\_\_\_

Student Signature	Date	Supervisor Signature	Date
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Charge to account number:

*(Student will not be paid without this number)*

*(Labor – Cost Center – Account)*

## SEPTEMBER 1-14, 2018

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14		
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 \$10.10/hr

Supervisor's Initials: \_\_\_\_\_

1. Please completely fill in all of the above information.
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5. **Supervisors must provide a budget code.**

## TIMESHEETS ARE DUE ON SEPTEMBER 28, 2018

Student Signature	Date	Supervisor Signature	Date
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Charge to account number:

*(Student will not be paid without this number)*

\_\_\_\_\_ (Labor – Cost Center – Account)

## SEPTEMBER 15 - 28, 2018

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						15	
16	17	18	19	20	21	22	
23	24	25	26	27	28		

Total

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## STUDENT TIMESHEET

Name: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Department: \_\_\_\_\_

Rate: \_\_\_\_\_

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: \_\_\_\_\_

1. Please completely fill in all of the above information.
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3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
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5. **Supervisors must provide a budget code.**

### TIMESHEETS ARE DUE ON OCTOBER 12, 2018

Student Signature	Date	Supervisor Signature	Date
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**Charge to account number:**

*(Student will not be paid without this number)*

\_\_\_\_\_  
(Labor – Cost Center – Account)

<b>SEPTEMBER 29 - OCTOBER 12, 2018</b>								
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						29		
30	1	2	3	4	5	6		
7	8	9	10	11	12			
							<b>Total</b>	

❖ **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 \$10.10/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 26, 2018

_____ Student Signature	_____ Date	_____ Supervisor Signature	_____ Date
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Charge to account number:

*(Student will not be paid without this number)*

(Labor – Cost Center – Account)

OCTOBER 13 - 26, 2018							
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						13	
14	15	16	17	18	19	20	
21	22	23	24	25	26		
							Total

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# STUDENT TIMESHEET

Name: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Department: \_\_\_\_\_

Rate: \_\_\_\_\_

Supervisor must initial if rate is more than \$10.10/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.
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5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON NOVEMBER 9, 2018**

\_\_\_\_\_  
Student Signature
Date
Supervisor Signature
Date

Charge to account number:

*(Student will not be paid without this number)*

\_\_\_\_\_  
(Labor – Cost Center – Account)

## OCTOBER 27 - NOVEMBER 9, 2018

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						27		
28	29	30	31	1	2	3		
4	5	6	7	8	9			
							<b>Total</b>	

❖ **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 \$10.10/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 23, 2018**

\_\_\_\_\_

Student Signature	Date	Supervisor Signature	Date
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Charge to account number:

*(Student will not be paid without this number)*

\_\_\_\_\_ (Labor – Cost Center – Account)

<b>NOVEMBER 10 - 23, 2018</b>								
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						10		
11	12	13	14	15	16	17		
18	19	20	21	22	23			
							<b>Total</b>	

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## STUDENT TIMESHEET

Name: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Department: \_\_\_\_\_

Rate: \_\_\_\_\_

Supervisor must initial if rate is more than \$10.10/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.
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5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON DECEMBER 7, 2018**

\_\_\_\_\_  
Student Signature
Date
Supervisor Signature
Date

Charge to account number:

(Student will not be paid without this number)

(Labor – Cost Center – Account)

<b>NOVEMBER 24 – DECEMBER 7, 2018</b>								
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						24		
25	26	27	28	29	30	1		
2	3	4	5	6	7			
							<b>Total</b>	

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# STUDENT TIMESHEET

Name: \_\_\_\_\_  
 Department: \_\_\_\_\_

Total Hours: \_\_\_\_\_  
 Rate: \_\_\_\_\_  
Supervisor must initial if rate is more than \$10.10/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 21, 2018

\_\_\_\_\_  
 Student Signature                      Date                      Supervisor Signature                      Date

Charge to account number: \_\_\_\_\_

*(Student will not be paid without this number)*

\_\_\_\_\_ (Labor – Cost Center – Account)

## DECEMBER 8 - 21, 2018

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						8	
9	10	11	12	13	14	15	
16	17	18	19	20	21		
							Total

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## STUDENT TIMESHEET

Name: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Department: \_\_\_\_\_

Rate: \_\_\_\_\_

Supervisor must initial if rate is more than \$10.10/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.
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5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON JANUARY 4, 2019**

\_\_\_\_\_

Student Signature	Date	Supervisor Signature	Date
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Charge to account number:

(Student will not be paid without this number)

(Labor – Cost Center – Account)

### DECEMBER 22 – JANUARY 4, 2019

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						22		
23	24	25	26	27	28	29		
30	31	1	2	3	4			
							Total	

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# STUDENT TIMESHEET

Name: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Department: \_\_\_\_\_

Rate: \_\_\_\_\_

Supervisor must initial if rate is more than \$10.10/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 18, 2019**

Student Signature	Date	Supervisor Signature	Date
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Charge to account number:

*(Student will not be paid without this number)*

**(Labor – Cost Center – Account)**

<b>JANUARY 5 - 18, 2019</b>								
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						5		
6	7	8	9	10	11	12		
13	14	15	16	17	18			
							<b>Total</b>	

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## STUDENT TIMESHEET

Name: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Department: \_\_\_\_\_

Rate: \_\_\_\_\_

**Supervisor must initial if rate is more than \$10.10/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.
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5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON FEBRUARY 1, 2019**

\_\_\_\_\_

Student Signature

Date

Supervisor Signature

Date

Charge to account number:

*(Student will not be paid without this number)*

(Labor – Cost Center – Account)

# JANUARY 19 – FEBRUARY 1, 2019

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						19		
20	21	22	23	24	25	26		
27	28	29	30	31	1			
							<b>Total</b>	

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## STUDENT TIMESHEET

Name: \_\_\_\_\_  
 Department: \_\_\_\_\_

Total Hours: \_\_\_\_\_  
 Rate: \_\_\_\_\_  
Supervisor must initial if rate is more than \$10.10/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.
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**TIMESHEETS ARE DUE ON FEBRUARY 15, 2019**

\_\_\_\_\_  
 Student Signature                                  Date                                  Supervisor Signature                                  Date

Charge to account number: \_\_\_\_\_  
 (Student will not be paid without this number)                                  (Labor – Cost Center – Account)

<b>FEBRUARY 2 - 15, 2019</b>							
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						2	
3	4	5	6	7	8	9	
10	11	12	13	14	15		
							<b>Total</b>

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## STUDENT TIMESHEET

Name: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Department: \_\_\_\_\_

Rate: \_\_\_\_\_

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: \_\_\_\_\_

1. Please completely fill in all of the above information.
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5. **Supervisors must provide a budget code.**

### TIMESHEETS ARE DUE ON MARCH 1, 2019

_____ Student Signature	_____ Date	_____ Supervisor Signature	_____ Date
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Charge to account number:

(Student will not be paid without this number)

\_\_\_\_\_  
(Labor – Cost Center – Account)

<b>FEBRUARY 16 – MARCH 1, 2019</b>							
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						16	
17	18	19	20	21	22	23	
24	25	26	27	28	1		
							<b>Total</b>

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# STUDENT TIMESHEET

Name: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Department: \_\_\_\_\_

Rate: \_\_\_\_\_

Supervisor must initial if rate is more than \$10.10/hr

Supervisor's Initials: \_\_\_\_\_

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**TIMESHEETS ARE DUE ON MARCH 15, 2019**

\_\_\_\_\_

Student Signature

Date

Supervisor Signature

Date

Charge to account number:

(Student will not be paid without this number)

(Labor – Cost Center – Account)

## MARCH 2 - 15, 2019

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						2	
3	4	5	6	7	8	9	
10	11	12	13	14	15		
							Total

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## STUDENT TIMESHEET

Name: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Department: \_\_\_\_\_

Rate: \_\_\_\_\_

Supervisor must initial if rate is more than \$10.10/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.*
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5. **Supervisors must provide a budget code.**

### TIMESHEETS ARE DUE ON MARCH 29, 2019

\_\_\_\_\_

Student Signature	Date	Supervisor Signature	Date
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Charge to account  
number:

*(Student will not be paid without  
this number)*

\_\_\_\_\_  
(Labor – Cost Center – Account)

MARCH 16 – 29, 2019							
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						16	
17	18	19	20	21	22	23	
24	25	26	27	28	29		
							Total

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# STUDENT TIMESHEET

Name: \_\_\_\_\_  
 Department: \_\_\_\_\_

Total Hours: \_\_\_\_\_  
 Rate: \_\_\_\_\_  
Supervisor must initial if rate is more than \$10.10/hr  
 Supervisor's Initials: \_\_\_\_\_

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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.*
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4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON APRIL 12, 2019**

\_\_\_\_\_  
 Student Signature                                      Date                                      Supervisor Signature                                      Date

Charge to account number: \_\_\_\_\_  
*(Student will not be paid without this number)*                                      (Labor – Cost Center – Account)

<b>MARCH 30 – APRIL 12, 2019</b>								
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						30		
31	1	2	3	4	5	6		
7	8	9	10	11	12			
							<b>Total</b>	

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# STUDENT TIMESHEET

Name: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Department: \_\_\_\_\_

Rate: \_\_\_\_\_

**Supervisor must initial if rate is more than \$10.10/hr**

Supervisor's Initials: \_\_\_\_\_

1. Please completely fill in all of the above information.
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3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
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5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON APRIL 26, 2019**

\_\_\_\_\_

Student Signature	Date	Supervisor Signature	Date
-------------------	------	----------------------	------

Charge to account  
number: \_\_\_\_\_

*(Student will not be paid without  
this number)*

\_\_\_\_\_ (Labor – Cost Center – Account)

<b>APRIL 13 - 26, 2019</b>								
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						13		
14	15	16	17	18	19	20		
21	22	23	24	25	26			
							<b>Total</b>	

❖ **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 \$10.10/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.
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5. Supervisors must provide a budget code.

## TIMESHEETS ARE DUE ON MAY 10, 2019

Student Signature	Date	Supervisor Signature	Date
-------------------	------	----------------------	------

Charge to account number:

(Student will not be paid without this number)

(Labor – Cost Center – Account)

## APRIL 27 – MAY 10, 2019

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						27		
28	29	30	1	2	3	4		
5	6	7	8	9	10			
							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: \_\_\_\_\_  
 Department: \_\_\_\_\_

Total Hours: \_\_\_\_\_  
 Rate: \_\_\_\_\_  
Supervisor must initial if rate is more than \$10.10/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 24, 2019

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Student Signature                      Date                      Supervisor Signature                      Date

Charge to account number: \_\_\_\_\_  
 (Student will not be paid without this number)                      (Labor – Cost Center – Account)

MAY 11 - 24, 2019							
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total
						11	
12	13	14	15	16	17	18	
19	20	21	22	23	24		
							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 \$10.10/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 7, 2019**

\_\_\_\_\_

Student Signature	Date	Supervisor Signature	Date
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Charge to account  
number: \_\_\_\_\_

*(Student will not be paid without  
this number)*

(Labor – Cost Center – Account)

<b>MAY 25 – JUNE 7, 2019</b>								
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly Total	
						11		
12	13	14	15	16	17	18		
19	20	21	22	23	24			
							<b>Total</b>	

❖ **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.**