STUDENT TIMESHEET

Name: ________________________________  Dept: __________________________
Rate: ______ *(Supervisor must initial if rate is higher than $10.10/hr.)  Supv Initials: _________________

TIMESHEETS ARE DUE ON FRIDAY, SEPTEMBER 13, 2019
Payday is the following Thursday

AUGUST 31 - SEPTEMBER 13, 2019

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</table>

TOTAL HOURS

_________________________    ________________________
Student Signature   Date  Supervisor Signature                 Date

Charge Account Number: _________________________________ (mandatory)

Instructions:
1. Please completely fill in all of the above information.
2. Enter the total number of hours worked each day. (Example: “2” not “3:00 – 5:00”. Round hours to the nearest quarter of an hour.)
3. Supervisors must review, approve and sign your timesheet. No exceptions.
4. Supervisors must include a budget code.
5. Turn your timesheet in by due date or no paycheck until the following payday.
6. If you do not have direct deposit, you must pick your check up in person between 8:30 – 4:30 Monday – Friday in Human Resources, Theresa Hall #212. If this is a problem, contact us on 410-532-5898 to make other arrangements.
# Student Timesheet

Name: ________________________________ Dept: __________________________

Rate: ______ *(Supervisor must initial if rate is higher than $10.10/hr.) Supv Initials: _________________

**TIMESHEETS ARE DUE ON FRIDAY, SEPTEMBER 27, 2019**  
Payday is the following Thursday

### SEPTEMBER 14 - 27, 2019

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**TOTAL HOURS**

Student Signature ______________________ Date ____________  
Supervisor Signature ______________________ Date ____________

Charge Account Number: _________________________________ (mandatory)

**Instructions:**

1. Please completely fill in all of the above information.
2. Enter the total number of hours worked each day. (Example: “2” not “3:00 – 5:00”. Round hours to the nearest quarter of an hour.)
3. Supervisors must review, approve and sign your timesheet. No exceptions.
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5. Turn your timesheet in by due date or no paycheck until the following payday.
6. If you do not have direct deposit, you must pick your check up in person between 8:30 – 4:30 Monday – Friday in Human Resources, Theresa Hall #212. If this is a problem, contact us on 410-532-5898 to make other arrangements.
### STUDENT TIMESHEET

**Name:** ______________________________

**Dept:** ______________________________

**Rate:** ______ *(Supervisor must initial if rate is higher than $10.10/hr.) Supv Initials: _________________

**TIMESHEETS ARE DUE ON FRIDAY, OCTOBER 11, 2019**

*Payday is the following Thursday*

### SEPTEMBER 28 – OCTOBER 11, 2019

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</table>

**TOTAL HOURS**

**Student Signature** ____________________________  **Date** ____________

**Supervisor Signature** ____________________________  **Date** ____________

**Charge Account Number:** ____________________________ *(mandatory)*

---

**Instructions:**

1. **Please completely fill in all of the above information.**
2. **Enter the total number of hours worked each day.** *(Example: “2” not “3:00 – 5:00”. Round hours to the nearest quarter of an hour.)*
3. **Supervisors must** review, approve and sign your timesheet. **No exceptions.**
4. **Supervisors must** include a budget code.
5. Turn your timesheet in by due date or no paycheck until the following payday.
6. **If you do not have direct deposit,** you must pick your check up in person between 8:30 – 4:30 Monday – Friday in Human Resources, Theresa Hall #212. **If this is a problem, contact us on 410-532-5898 to make other arrangements.**
STUDENT TIMESHEET

Name: ________________________________  Dept: __________________________

Rate: ______ *(Supervisor must initial if rate is higher than $10.10/hr.)  Supv Initials: _________________

**TIMESHEETS ARE DUE ON FRIDAY, OCTOBER 25, 2019**

*Payday is the following Thursday*

OCTOBER 12 - 25, 2019

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**TOTAL HOURS**

_________________________    ________________________
Student Signature   Date  Supervisor Signature                 Date

Charge Account Number: ______________________________________ (mandatory)

---

Instructions:
1. Please completely fill in all of the above information.
2. Enter the total number of hours worked each day. (Example: “2” not “3:00 – 5:00”. Round hours to the nearest quarter of an hour.)
3. Supervisors **must** review, approve and sign your timesheet. No exceptions.
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5. Turn your timesheet in by due date or no paycheck until the following payday.
6. If you do not have direct deposit, you must pick your check up in person between 8:30 – 4:30 Monday – Friday in Human Resources, Theresa Hall #212. If this is a problem, contact us on 410-532-5898 to make other arrangements.
STUDENT TIMESHEET

Name: ________________________________  Dept: __________________________

Rate: ______ *(Supervisor must initial if rate is higher than $10.10/hr.)  Supv Initials: _________________

TIMESHEETS ARE DUE ON FRIDAY, NOVEMBER 8, 2019
Payday is the following Thursday

OCTOBER 26 – NOVEMBER 8, 2019

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</table>

TOTAL HOURS

Student Signature  Date  Supervisor Signature  Date

Charge Account Number: _________________________________ (mandatory)

Instructions:
1. Please completely fill in all of the above information.
2. Enter the total number of hours worked each day. (Example: “2” not “3:00 – 5:00”. Round hours to the nearest quarter of an hour.)
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STUDENT TIMESHEET

Name: ________________________________  Dept: __________________________

Rate: ______ *(Supervisor must initial if rate is higher than $10.10/hr.)  Supv Initials: _________________

TIMESHEETS ARE DUE ON FRIDAY, NOVEMBER 22, 2019
Payday is the following Thursday

NOVEMBER 9 - 22, 2019

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TOTAL HOURS

Student Signature   Date   Supervisor Signature                 Date

Charge Account Number: __________________________________________ (mandatory)

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Instructions:
1. Please completely fill in all of the above information.
2. Enter the total number of hours worked each day. (Example: “2” not “3:00 – 5:00”. Round hours to the nearest quarter of an hour.)
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STUDENT TIMESHEET

Name: ________________________________ Dept: __________________________
Rate: ______ *(Supervisor must initial if rate is higher than $10.10/hr.)  Supv Initials: _________________

TIMESHEETS ARE DUE ON FRIDAY, DECEMBER 6, 2019
Payday is the following Thursday

NOVEMBER 23 – DECEMBER 6, 2019

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TOTAL HOURS

Student Signature __________________________ Date ______________ Supervisor Signature __________________________ Date ______________

Charge Account Number: _________________________________ (mandatory)

Instructions:
1. Please completely fill in all of the above information.
2. Enter the total number of hours worked each day. (Example: “2” not “3:00 – 5:00”. Round hours to the nearest quarter of an hour.)
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## STUDENT TIMESHEET

Name: ________________________________  Dept: ______________________________

Rate: ______ *(Supervisor must initial if rate is higher than $10.10/hr.) Supv Initials: _________________

**TIMESHEETS ARE DUE ON FRIDAY, DECEMBER 20, 2019**  
*Payday is the following Thursday*

### DECEMBER 7 – 20, 2019

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**TOTAL HOURS**

Student Signature: ___________________________  Date: ___________

Supervisor Signature: ________________________  Date: ___________

Charge Account Number: _________________________________ (mandatory)

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**Instructions:**

1. Please completely fill in all of the above information.
2. Enter the total number of hours worked each day. (Example: “2” not “3:00 – 5:00”. Round hours to the nearest quarter of an hour.)
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STUDENT TIMESHEET

Name: ________________________________  Dept: ________________________________

Rate: ______ *(Supervisor must initial if rate is higher than $10.10/hr.)  Supv Initials: _________________

TIMESHEETS ARE DUE ON FRIDAY, JANUARY 3, 2020
Payday is the following Thursday

DECEMBER 21, 2019 – JANUARY 3, 2020

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TOTAL HOURS

Student Signature   Date   Supervisor Signature   Date

Charge Account Number: _________________________________ (mandatory)

Instructions:
1. Please completely fill in all of the above information.
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STUDENT TIMESHEET

Name: ________________________________ Dept: __________________________
Rate: __________ *(Supervisor must initial if rate is higher than $10.10/hr.) Supv Initials: _________________

TIMESHEETS ARE DUE ON FRIDAY, JANUARY 17, 2020
Payday is the following Thursday

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TOTAL HOURS

Student Signature          Date          Supervisor Signature          Date
Charge Account Number: _________________________________ (mandatory)

Instructions:
1. Please completely fill in all of the above information.
2. Enter the total number of hours worked each day. (Example: “2” not “3:00 – 5:00”. Round hours to the nearest quarter of an hour.)
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**STUDENT TIMESHEET**

Name: ________________________________ Dept: __________________________

Rate: ______ *(Supervisor must initial if rate is higher than $10.10/hr.)  Supv Initials: _________________

**TIMESHEETS ARE DUE ON FRIDAY, JANUARY 31, 2020**

Payday is the following Thursday

**JANUARY 18 - 31, 2020**

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**TOTAL HOURS**

_________________________    ________________________
Student Signature   Date  Supervisor Signature                 Date

Charge Account Number: _________________________________ (mandatory)

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**Instructions:**

1. Please completely fill in all of the above information.
2. Enter the total number of hours worked each day.  (Example: “2” not “3:00 – 5:00”.  Round hours to the nearest quarter of an hour.)
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STUDENT TIMESHEET

Name: ________________________________  Dept: __________________________

Rate: ______ *(Supervisor must initial if rate is higher than $10.10/hr.)  Supv Initials: _________________

TIMESHEETS ARE DUE ON FRIDAY, FEBRUARY 14, 2020
Payday is the following Thursday

FEBRUARY 1 - 14, 2020

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TOTAL HOURS

Student Signature  Date  Supervisor Signature  Date

Charge Account Number: ________________________________ (mandatory)

Instructions:
1. Please completely fill in all of the above information.
2. Enter the total number of hours worked each day.  (Example: “2” not “3:00 – 5:00”.  Round hours to the nearest quarter of an hour.)
3. Supervisors must review, approve and sign your timesheet.  No exceptions.
4. Supervisors must include a budget code.
5. Turn your timesheet in by due date or no paycheck until the following payday.
6. If you do not have direct deposit, you must pick your check up in person between 8:30 – 4:30 Monday – Friday in Human Resources, Theresa Hall #212.  If this is a problem, contact us on 410-532-5898 to make other arrangements.
STUDENT TIMESHEET

Name: ________________________________ Dept: __________________________
Rate: ______ *(Supervisor must initial if rate is higher than $10.10/hr.) Supv Initials: _________________

TIMESHEETS ARE DUE ON FRIDAY, FEBRUARY 28, 2020
Payday is the following Thursday

<table>
<thead>
<tr>
<th>FEBRUARY 15 - 28, 2020</th>
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<tbody>
<tr>
<td>Sat</td>
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<tr>
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<tr>
<td>15</td>
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<tr>
<td>22</td>
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</tbody>
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TOTAL HOURS

Student Signature: ___________________________ Date: ____________
Supervisor Signature: ______________________ Date: ____________

Charge Account Number: _________________________________ (mandatory)

Instructions:
1. Please completely fill in all of the above information.
2. Enter the total number of hours worked each day. (Example: “2” not “3:00 – 5:00”. Round hours to the nearest quarter of an hour.)
3. Supervisors must review, approve and sign your timesheet. No exceptions.
4. Supervisors must include a budget code.
5. Turn your timesheet in by due date or no paycheck until the following payday.
6. If you do not have direct deposit, you must pick your check up in person between 8:30 – 4:30 Monday – Friday in Human Resources, Theresa Hall #212. If this is a problem, contact us on 410-532-5898 to make other arrangements.