

2016 – 2017 TIME SHEET

FULL NAME: _____ HORNET ID: _____

DEPARTMENT: _____ PAY PERIOD: 4/16 – 4/30/2017

	Date:	Time IN:	AM or PM?	Time OUT:	AM or PM?	Hours Worked:	Time IN:	AM or PM?	Time OUT:	AM or PM?	Hours Worked:
Sunday	4/16/2017										
Monday	4/17/2017										
Tuesday	4/18/2017										
Wednesday	4/19/2017										
Thursday	4/20/2017										
Friday	4/21/2017										
Saturday	4/22/2017										
WEEK 1 HOURS WORKED:											

	Date:	Time IN:	AM or PM?	Time OUT:	AM or PM?	Hours Worked:	Time IN:	AM or PM?	Time OUT:	AM or PM?	Hours Worked:
Sunday	4/23/2017										
Monday	4/24/2017										
Tuesday	4/25/2017										
Wednesday	4/26/2017										
Thursday	4/27/2017										
Friday	4/28/2017										
Saturday	4/29/2017										
WEEK 2 HOURS WORKED:											

	Date:	Time IN:	AM or PM?	Time OUT:	AM or PM?	Hours Worked:	Time IN:	AM or PM?	Time OUT:	AM or PM?	Hours Worked:
Sunday	4/30/2017										
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
WEEK 3 HOURS WORKED:											
TOTAL HOURS WORKED THIS PAY PERIOD:											

**Indicates pay period that may not be available for all Student Workers; confirm with Program Coordinator that you are eligible to work.*

I hereby certify that this time sheet is a true statement of the hours worked during the identified pay period. I understand that falsifying information on this form can result in my participation eligibility being revoked for the remainder of my time at Harris-Stowe State University.

STUDENT SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____