

**2016 – 2017 TIME SHEET**

FULL NAME: \_\_\_\_\_ HORNET ID: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ PAY PERIOD: 7/16 – 7/31/2017

	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:	
			A	P		A	P			A	P		A	P		
	<b>Shift One</b>								<b>Shift Two (if applicable)</b>							
Sunday	7/16/2017		A	P		A	P			A	P		A	P		
Monday	7/17/2017		A	P		A	P			A	P		A	P		
Tuesday	7/18/2017		A	P		A	P			A	P		A	P		
Wednesday	7/19/2017		A	P		A	P			A	P		A	P		
Thursday	7/20/2017		A	P		A	P			A	P		A	P		
Friday	7/21/2017		A	P		A	P			A	P		A	P		
Saturday	7/22/2017		A	P		A	P			A	P		A	P		

**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:
			A	P		A	P			A	P		A	P	
Sunday	7/23/2017		A	P		A	P			A	P		A	P	
Monday	7/24/2017		A	P		A	P			A	P		A	P	
Tuesday	7/25/2017		A	P		A	P			A	P		A	P	
Wednesday	7/26/2017		A	P		A	P			A	P		A	P	
Thursday	7/27/2017		A	P		A	P			A	P		A	P	
Friday	7/28/2017		A	P		A	P			A	P		A	P	
Saturday	7/29/2017		A	P		A	P			A	P		A	P	

**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:
			A	P		A	P			A	P		A	P	
Sunday	7/30/2017		A	P		A	P			A	P		A	P	
Monday	7/31/2017		A	P		A	P			A	P		A	P	
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: \_\_\_\_\_