2015 – 2016 TIME SHEET

FULL NAME: _____ **HORNET ID:** _____

DEPARTMENT: _____ **PAY PERIOD:** _2/16/2016 – 2/29/2016_

	Date:	Time IN:		Time OUT:		Hours Worked:	Time IN:		Time OUT:		Hours Worked:
		Shift One					Shift Two (if applicable)				
Sunday											
Monday											
Tuesday	2/16/2016										
Wednesday	2/17/2016										
Thursday	2/18/2016										
Friday	2/19/2016										
Saturday	2/20/2016										
								WEEK 1 HOURS WORKED:			

	Date:	Time IN:		Time OUT:		Hours Worked:	Time IN:		Time OUT:		Hours Worked:
Sunday	2/21/2016										
Monday	2/22/2016										
Tuesday	2/23/2016										
Wednesday	2/24/2016										
Thursday	2/25/2016										
Friday	2/26/2016										
Saturday	2/27/2016										
								WEEK 2 HOURS WORKED:			

	Date:	Time IN:		Time OUT:		Hours Worked:	Time IN:		Time OUT:		Hours Worked:
Sunday	2/28/2016										
Monday	2/29/2016										
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
								WEEK 3 HOURS WORKED:			
					TOTAL HOURS WORKED THIS PAY PERIOD:						

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:** _____