

Earlham College and ESR Student Time Sheet SPRING 2022

Week 1:		
Day:	Date:	Hours:
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Time sheet to be filled out in ink.

Period Ending: _____

Full Legal Name: _____

Drawer Number: _____

ID Number: _____

Week 2:		
Day:	Date:	Hours:
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total Hours worked for 2 week period.		

Student pay rate is \$7.25 per hour.

Report hours worked to the nearest quarter hour.

The COMPLETED time sheet must be turned in to the Student Payroll Office by 4:00 PM on the last Friday of the payroll period.
Please see below for pay period and due date schedule.

Department Number:	
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Department/ Office:	
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I certify that the hours reported on this record are true and correct for the period indicated.

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Pay Period:		Time slips due to Student Payroll by 4:00 PM	Pay Date:
Begin:	End:		
01/30/2022	02/12/2022	02/11/2022	02/18/2022
02/13/2022	02/26/2022	02/25/2022	03/04/2022
02/27/2022	03/12/2022	03/11/2022	03/18/2022
03/13/2022	03/26/2022	03/25/2022	04/01/2022
03/27/2022	04/09/2022	04/08/2022	04/15/2022
04/10/2022	04/23/2022	04/22/2022	04/29/2022
04/24/2022	05/07/2022	05/06/2022	05/13/2022
05/08/2022	05/21/2022	05/20/2022	05/27/2022