

Earlham College and ESR

Student Time Sheet

SUMMER 2024

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.		

The student hourly pay rate is \$ 9.00 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:		
05/12/2024	05/18/2024	05/17/2024	05/24/2024
05/19/2024	06/01/2024	05/31/2024	06/07/2024
06/02/2024	06/15/2024	06/14/2024	06/21/2024
06/16/2024	06/29/2024	06/28/2024	07/05/2024
06/30/2024	07/13/2024	07/12/2024	07/19/2024
07/14/2024	07/27/2024	07/26/2024	08/02/2024
07/28/2024	08/10/2024	08/09/2024	08/16/2024
08/11/2024	08/24/2024	08/23/2024	08/30/2024