

Earlham College and ESR Student Time Sheet

FALL 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 Agency Name:	
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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:		
08/25/2024	09/07/2024	09/06/2024	09/13/2024
09/08/2024	09/21/2024	09/20/2024	09/27/2024
09/22/2024	10/05/2024	10/04/2024	10/11/2024
10/06/2024	10/19/2024	10/18/2024	10/25/2024
10/20/2024	11/02/2024	11/01/2024	11/08/2024
11/03/2024	11/16/2024	11/15/2024	11/22/2024
11/17/2024	11/30/2024	11/29/2024	12/06/2024
12/01/2024	12/14/2024	12/13/2024	12/20/2024