

Earlham College and ESR Student Time Sheet SPRING 2025

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:		
01/26/2025	02/08/2025	02/07/2025	02/14/2025
02/09/2025	02/22/2025	02/21/2025	02/28/2025
02/23/2025	03/08/2025	03/07/2025	03/14/2025
03/09/2025	03/22/2025	03/21/2025	03/28/2025
03/23/2025	04/05/2025	04/04/2025	04/11/2025
04/06/2025	04/19/2025	04/18/2025	04/25/2025
04/20/2025	05/03/2025	05/02/2025	05/09/2025
05/04/2025	05/17/2025	05/16/2025	05/23/2025