

# Earlham College and ESR

## Student Time Card

### FALL 2025

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

**Time card 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 card 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.

<b>Department Number:</b>	
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<b>Department/Office Agency Name:</b>	
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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 card due to Student Payroll by 4:00 PM	Pay Date:
Begin:	End:		
08/24/2025	09/06/2025	09/05/2025	09/12/2025
09/07/2025	09/20/2025	09/19/2025	09/26/2025
09/21/2025	10/04/2025	10/03/2025	10/10/2025
10/05/2025	10/18/2025	10/17/2025	10/24/2025
10/19/2025	11/01/2025	10/31/2025	11/07/2025
11/02/2025	11/15/2025	11/14/2025	11/21/2025
11/16/2025	11/29/2025	11/28/2025	12/05/2025
11/30/2025	12/13/2025	12/12/2025	12/19/2025