GORDON COLLEGE STUDENT PAYROLL – HOURLY TIMESHEET

Student's Name (Printed) _____ ID# _____

Dept. _____

Student's Signature _____ Date _____ Acct# _____

| Date | Work Description | A.M. | | P.M. | | Total |
		From	To	From	To	

	Total Hours	
	Hourly Rate	
	Total Earnings	

SUPERVISOR SIGNATURE_____
Supervisor: Your signature means that you accept responsibility that the hours and rate listed are correct.

Timesheets will not be processed without:
  Account Number
  Dates Worked
  Supervisor Signature
  Student Signature
  Student ID#
  Hourly Rate
  Hours in quarter hour decimal form (".0", ".25", ".5", ".75")

Incomplete timesheets will be returned to the student.