

# Utah State University Monthly Time Sheet

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Student: \_\_\_\_\_ A number: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Week Total
1								
2								
3								
4								
5								
6								

Total Hours:

Pay Rate:

Total Amount:

Use this timesheet to keep track of the hours you work each month.  
Hand in to your supervisor the 1<sup>st</sup> and 15<sup>th</sup> of each month for payment.

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_
