



SUNY Oneonta Student Association

# Hourly Employee Time Sheet

NAME: \_\_\_\_\_ Organization: \_\_\_\_\_

Payroll Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Time worked must be even units of hours and quarter hours. It cannot be, for example, 12:39 to 1:17, etc. Be sure to indicate AM or PM. All "IN" and "OUT" entries must be made by the student. In each "DAILY TOTAL" block, indicate the total hours worked that day. Time sheets must be handed in by the organization treasurer or advisor.

WEEK ONE								
DAY		THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
DATE								
IN								
OUT								
IN								
OUT								
DAILY TOTAL								

WEEK TWO								
DAY		THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
DATE								
IN								
OUT								
IN								
OUT								
DAILY TOTAL								

TOTAL HOURS WORKED:

I hereby certify that I worked the above listed hours.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that this timesheet is a true statement of the hours worked by this student and that the work assigned has been performed in a satisfactory manner.

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_