

University of California, Santa Barbara
Student Employee Timesheet
TIME SHEETS ARE DUE ON THE 20TH OF EACH MONTH!

Name: _____ Supervisor's Name: _____

Email: _____ Payroll dates: _____

PROJECT: _____

Report to nearest quarter hour 15min=.25, 30min =.5, 45min = .75

Date	Time In	Time Out	Total Hrs
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

Date	Time In	Time Out	Total Hrs
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Date	Time In	Time Out	Total Hrs
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Hours Worked: _____ @ _____ = _____

Student Signature: _____ Date: _____

I hereby certify that this is a true statement of hours worked and the work was performed in a satisfactory manner.

Supervisor's Signature: _____ Date: _____

*Must be signed to be processed