

**University of California, Santa Barbara**  
**Student Employee Timesheet**  
**TIME SHEETS ARE DUE ON THE 20<sup>TH</sup> 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