

WILLAMETTE UNIVERSITY

STUDENT TIME SHEET

Employee's Name _____
(please PRINT full legal name)

Job Title _____ Department _____

Supervisor _____ Payroll Period _____
(mm/dd/yy - mm/dd/yy)

BEFORE FILLING OUT YOUR TIME SHEET, PLEASE NOTE THE FOLLOWING:

- ◆ Your form must be legible and complete or your paycheck may not be processed;
- ◆ Be as accurate as possible when calculating your hours and gross pay;
- ◆ Supervisor's signature is required;
- ◆ Return your completed time sheets to Student Payroll, 1st floor, Waller Hall by the 15th of each month;
- ◆ Payday is the last working day of each month.

DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	DAILY HOURS WORKED
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
TOTAL HOURS WORKED					

Hourly Rate _____ X

Hours Worked _____ =

Gross Pay \$ _____

*To convert minutes worked to a decimal amount, divide minutes worked by 60.

Example: 20 minutes divided by 60 equals .33

 Employee Social Security Number

1- _____ - _____
 Department Account Number (REQUIRED)

 Employee's Signature Date

 Supervisor's Signature Date