

# Generic Student Employee Timesheet

Student Name: \_\_\_\_\_ \$ \_\_\_\_\_  
PRINT Student's hourly wage

Pay period for this timesheet: Beginning date \_\_\_\_\_ Ending date \_\_\_\_\_

<b>Report of hours worked</b>		
<b>Day</b>	<b>Date</b>	<b># Hours Worked</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
<b>TOTAL HOURS:</b>		

\_\_\_\_\_  
 \* Student's signature                      Date

\_\_\_\_\_  
 \* Supervisor's signature              Date

\_\_\_\_\_  
 SAP Cost Center or Internal Order

\_\_\_\_\_  
 Supervisor email address

\*NOTE: Your signature certifies that this document reflects actual hours worked in accordance with wage and hours laws.

-----  
**For Processing Dept Use Only:**

Student Personnel # \_\_\_\_\_ Date Processed \_\_\_\_\_

Processed By \_\_\_\_\_