

**MOTT COMMUNITY COLLEGE, STUDENT EMPLOYMENT BI-WEEKLY TIME SHEET**

NAME: \_\_\_\_\_  
STUDENT ID # \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_  
PAYROLL ENDING DATE: \_\_\_\_\_

	DATE	HOURS WORKED A.M.			HOURS WORKED P.M.			ACTUAL DAILY TIME	
		IN	OUT	AM HOURS	IN	OUT	PM HOURS	HOURS	MINUTES
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
<b>FIRST WEEK TOTAL:</b>									
	DATE	IN	OUT	AM HOURS	IN	OUT	PM HOURS	HOURS	MINUTES
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
<b>SECOND WEEK TOTAL:</b>									

I certify that the above information is correct and that I am currently enrolled for \_\_\_\_\_ credit hours for the \_\_\_\_\_ semester.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** Student must verify current credit hours and semester before signing; minimum is 3 credits for Spring or Summer and 6 credits for Fall or Winter.

**MOTT COMMUNITY COLLEGE, STUDENT EMPLOYMENT BI-WEEKLY TIME SHEET**

NAME: \_\_\_\_\_  
STUDENT ID# \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_  
PAYROLL ENDING DATE: \_\_\_\_\_

	DATE	HOURS WORKED A.M.			HOURS WORKED P.M.			ACTUAL DAILY TIME	
		IN	OUT	AM HOURS	IN	OUT	PM HOURS	HOURS	MINUTES
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
<b>FIRST WEEK TOTAL:</b>									
	DATE	IN	OUT	AM HOURS	IN	OUT	PM HOURS	HOURS	MINUTES
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
<b>SECOND WEEK TOTAL:</b>									

I certify that the above information is correct and that I am currently enrolled for \_\_\_\_\_ credit hours for the \_\_\_\_\_ semester.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** Student must verify current credit hours and semester before signing; minimum is 3 credits for Spring or Summer and 6 credits for Fall or Winter.