**Student Timesheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:**  |  |  | **Total Hours:** |  |
| **Department:** |  |  | **Rate:** |  |
|  |  |  | **Supervisor must initial if rate is more than $8.75/hr** |
|  |  |  | **Supervisor’s Initials:** |  |
| 1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON OCTOBER 3, 2016** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
| **SEPTEMBER 2016** |
| **Sun** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Weekly Total** |
|  |  |  |  | **1** | **2** | **3** |  |
| **4** | **5** | **6** | **7** | **8** | **9** | **10** |  |
| **11** | **12** | **13** | **14** | **15** | **16** | **17** |  |
| **18** | **19** | **20** | **21** | **22** | **23** | **24** |  |
| **25** | **26** | **27** | **28** | **29** | **30** |  |  |
| **Monthly Total** |  |

* **NON-DIRECT DEPOSIT EMPLOYEES: Live checks MUST be picked up in person & will be held for pick up Mon-Fri 8:30 AM to 4:30 PM in the Human Resources Office, THE 212. If this is ever a problem, please contact Payroll at 410-532-5397 to make alternate arrangements.**

**Student Timesheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:**  |  |  | **Total Hours:** |  |
| **Department:** |  |  | **Rate:** |  |
|  |  |  | **Supervisor must initial if rate is more than $8.75/hr** |
|  |  |  | **Supervisor’s Initials:** |  |
| 1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON NOVEMBER 1, 2016** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
|  |  |
| **OCTOBER 2016** |
| **Sun** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Weekly Total** |
|  |  |  |  |  |  | **1** |  |
| **2** | **3** | **4** | **5** | **6** | **7** | **8** |  |
| **9** | **10** | **11** | **12** | **13** | **14** | **15** |  |
| **16** | **17** | **18** | **19** | **20** | **21** | **22** |  |
| **23** | **24** | **25** | **26** | **27** | **28** | **29** |  |
| **30** | **31** |  |  |  |  |  |  |
| **Monthly Total** |  |

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**Student Timesheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:**  |  |  | **Total Hours:** |  |
| **Department:** |  |  | **Rate:** |  |
|  |  |  | **Supervisor must initial if rate is more than $8.75/hr** |
|  |  |  | **Supervisor’s Initials:** |  |
| 1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON DECEMBER 1, 2016** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
| **NOVEMBER 2016** |
| **Sun** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Weekly Total** |
|  |  | **1** | **2** | **3** | **4** | **5** |  |
| **6** | **7** | **8** | **9** | **10** | **11** | **12** |  |
| **13** | **14** | **15** | **16** | **17** | **18** | **19** |  |
| **20** | **21** | **22** | **23** | **24** | **25** | **26** |  |
| **27** | **28** | **29** | **30** |  |  |  |  |
| **Monthly Total** |  |

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**Student Timesheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:**  |  |  | **Total Hours:** |  |
| **Department:** |  |  | **Rate:** |  |
|  |  |  | **Supervisor must initial if rate is more than $8.75/hr** |
|  |  |  | **Supervisor’s Initials:** |  |
| 1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON JANUARY 3, 2017** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
| **DECEMBER 2016** |
| **Sun** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Weekly Total** |
|  |  |  |  | **1** | **2** | **3** |  |
| **4** | **5** | **6** | **7** | **8** | **9** | **10** |  |
| **11** | **12** | **13** | **14** | **15** | **16** | **17** |  |
| **18** | **19** | **20** | **21** | **22** | **23** | **24** |  |
| **25** | **26** | **27** | **28** | **29** | **30** | **31** |  |
| **Monthly Total** |  |

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**Student Timesheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:**  |  |  | **Total Hours:** |  |
| **Department:** |  |  | **Rate:** |  |
|  |  |  | **Supervisor must initial if rate is more than $8.75/hr** |
|  |  |  | **Supervisor’s Initials:** |  |
| 1. Please complete all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.*
3. Total all of your hours for the month and enter the total at the top of the time sheet. Sign below when finished and ready to be submitted to your supervisor.
4. **Supervisors must review and approve timesheet by signing below.**
5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON FEBRUARY 1, 2017** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
|  |  |
| **JANUARY 2017** |
| **Sun** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Weekly Total** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |  |
| **8** | **9** | **10** | **11** | **12** | **13** | **14** |  |
| **15** | **16** | **17** | **18** | **19** | **20** | **21** |  |
| **22** | **23** | **24** | **25** | **26** | **27** | **28** |  |
| **29** | **30** | **31** |  |  |  |  |  |
| **Monthly Total** |  |

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**Student Timesheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:**  |  |  | **Total Hours:** |  |
| **Department:** |  |  | **Rate:** |  |
|  |  |  | **Supervisor must initial if rate is more than $8.75/hr** |
|  |  |  | **Supervisor’s Initials:** |  |
| 1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON MARCH 1, 2017** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
|  |  |
| **FEBRUARY 2017** |
| **Sun** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Weekly Total** |
|  |  |  | **1** | **2** | **3** | **4** |  |
| **5** | **6** | **7** | **8** | **9** | **10** | **11** |  |
| **12** | **13** | **14** | **15** | **16** | **17** | **18** |  |
| **19** | **20** | **21** | **22** | **23** | **24** | **25** |  |
| **26** | **27** | **28** |  |  |  |  |  |
| **Monthly Total** |  |

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**Student Timesheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:**  |  |  | **Total Hours:** |  |
| **Department:** |  |  | **Rate:** |  |
|  |  |  | **Supervisor must initial if rate is more than $8.75/hr** |
|  |  |  | **Supervisor’s Initials:** |  |
| 1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON APRIL 3, 2017** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
| **MARCH 2017** |
| **Sun** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Weekly Total** |
|  |  |  | **1** | **2** | **3** | **4** |  |
| **5** | **6** | **7** | **8** | **9** | **10** | **11** |  |
| **12** | **13** | **14** | **15** | **16** | **17** | **18** |  |
| **19** | **20** | **21** | **22** | **23** | **24** | **25** |  |
| **26** | **27** | **28** | **29** | **30** | **31** |  |  |
| **Monthly Total** |  |

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**Student Timesheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:**  |  |  | **Total Hours:** |  |
| **Department:** |  |  | **Rate:** |  |
|  |  |  | **Supervisor must initial if rate is more than $8.75/hr** |
|  |  |  | **Supervisor’s Initials:** |  |
| 1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON MAY 1, 2017** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
| **APRIL 2017** |
| **Sun** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Weekly Total** |
|  |  |  |  |  |  | **1** |  |
| **2** | **3** | **4** | **5** | **6** | **7** | **8** |  |
| **9** | **10** | **11** | **12** | **13** | **14** | **15** |  |
| **16** | **17** | **18** | **19** | **20** | **21** | **22** |  |
| **23** | **24** | **25** | **26** | **27** | **28** | **29** |  |
| **30** |  |  |  |  |  |  |  |
| **Monthly Total** |  |

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**Student Timesheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:**  |  |  | **Total Hours:** |  |
| **Department:** |  |  | **Rate:** |  |
|  |  |  | **Supervisor must initial if rate is more than $8.75/hr** |
|  |  |  | **Supervisor’s Initials:** |  |
| 1. Please completely fill in all of the above information.
2. Enter the **total number of hours** you work each day (for example "2" not your work schedule "2:30 - 4:30") on the calendar. ***Hours should be rounded to the nearest quarter of an hour****.*
3. Enter the total for your monthly hours at the top of the time sheet. Sign below when finished to submit to your supervisor.
4. **Supervisors must review & approve your timesheet by signing below. No exceptions.**
5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON JUNE 1, 2017** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
| **MAY 2017** |
| **Sun** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Weekly Total** |
|  | **1** | **2** | **3** | **4** | **5** | **6** |  |
| **7** | **8** | **9** | **10** | **11** | **12** | **13** |  |
| **14** | **15** | **16** | **17** | **18** | **19** | **20** |  |
| **21** | **22** | **23** | **24** | **25** | **26** | **27** |  |
| **28** | **29** | **30** | **31** |  |  |  |  |
| **Monthly Total** |  |

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