**Student Timesheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:**  |  |  | **Total Hours:** |  |
| **Department:** |  |  | **Rate:** |  |
|  |  |  | **Supervisor must initial if rate is more than $9.25/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 2, 2017** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
| **SEPTEMBER 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** |  |

* **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 $9.25/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, 2017** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
| **OCTOBER 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 $9.25/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, 2017** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
| **NOVEMBER 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 $9.25/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 5, 2018** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
| **DECEMBER 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 $9.25/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 FEBRUARY 1, 2018** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
| **JANUARY 2018** |
| **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 $9.25/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.
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5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON MARCH 1, 2018** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
| **FEBRUARY 2018** |
| **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 $9.25/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.
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5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON APRIL 2, 2018** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
| **MARCH 2018** |
| **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 $9.25/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.
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5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON MAY 1, 2018** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
| **APRIL 2018** |
| **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 $9.25/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.
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5. **Supervisors must provide a budget code.**

**TIMESHEETS ARE DUE ON JUNE 1, 2018** |
|  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |
| **Charge to account number:** |  |  |
| ***(Student will not be paid without this number)*** | **(Labor – Cost Center – Account)** |
| **MAY 2018** |
| **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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