



## STUDENT TIMESHEET

Name: \_\_\_\_\_ Dept: \_\_\_\_\_

Rate: \_\_\_\_\_ \*(Supervisor must initial if rate is higher than \$10.10/hr.) Supv Initials: \_\_\_\_\_

**TIMESHEETS ARE DUE ON FRIDAY, SEPTEMBER 13, 2019**

***Payday is the following Thursday***

<b>AUGUST 31 - SEPTEMBER 13, 2019</b>							
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
<b>TOTAL HOURS</b>							

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Charge Account Number: \_\_\_\_\_ (mandatory)

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**Instructions:**

1. Please completely fill in all of the above information.
2. Enter the total number of hours worked each day. (Example: "2" not "3:00 – 5:00". Round hours to the nearest quarter of an hour.)
3. Supervisors **must** review, approve and sign your timesheet. No exceptions.
4. Supervisors **must** include a budget code.
5. Turn your timesheet in by due date or no paycheck until the following payday.
6. If you do not have direct deposit, you must pick your check up in person between 8:30 – 4:30 Monday – Friday in Human Resources, Theresa Hall #212. If this is a problem, contact us on 410-532-5898 to make other arrangements.



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**TIMESHEETS ARE DUE ON FRIDAY, SEPTEMBER 27, 2019**

***Payday is the following Thursday***

<b>SEPTEMBER 14 - 27, 2019</b>							
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
<b>TOTAL HOURS</b>							

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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**TIMESHEETS ARE DUE ON FRIDAY, OCTOBER 25, 2019**

***Payday is the following Thursday***

OCTOBER 12 - 25, 2019							
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
TOTAL HOURS							

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Charge Account Number: \_\_\_\_\_ (mandatory)

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**TIMESHEETS ARE DUE ON FRIDAY, NOVEMBER 8, 2019**

***Payday is the following Thursday***

<b>OCTOBER 26 – NOVEMBER 8, 2019</b>							
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	
<b>TOTAL HOURS</b>							

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Charge Account Number: \_\_\_\_\_ (mandatory)

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**TIMESHEETS ARE DUE ON FRIDAY, DECEMBER 6, 2019**

***Payday is the following Thursday***

<b>NOVEMBER 23 – DECEMBER 6, 2019</b>							
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL
23	24	25	26	27	28	29	
30	1	2	3	4	5	6	
<b>TOTAL HOURS</b>							

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Charge Account Number: \_\_\_\_\_ (mandatory)

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**TIMESHEETS ARE DUE ON FRIDAY, JANUARY 17, 2020**  
***Payday is the following Thursday***

JANUARY 4 - 17, 2020							
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
TOTAL HOURS							

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Charge Account Number: \_\_\_\_\_ (mandatory)

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