

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

	Αl	JGUS1	⁷ 31 - 3	SEPT	EMBE	R 13,	2019	
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL	
31	1	2	3	4	5	6		
7	8	9	10	11	12	13		
				-	TOTAL	HOURS		
Student Signature Date					Supervisor	Signature	Date	
Charge Account Number:						(r	mandatory)	
Instructi	instructions:							

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.



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

TIMESHEETS ARE DUE ON FRIDAY, SEPTEMBER 27, 2019 Payday is the following Thursday

SEPTEMBER 14 - 27, 2019									
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL		
14	15	16	17	18	19	20			
21	22	23	24	25	26	27			
				-	TOTAL	HOURS			
Student Signature Date					Supervisor	Signature	Date		
Charge	Charge Account Number: (mandatory)								
 Instructi	Instructions:								

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

TIMESHEETS ARE DUE ON FRIDAY, OCTOBER 11, 2019 Payday is the following Thursday

	SE	PTEMI	BER 2	28 - 0	СТОВ	ER 11	, 2019	
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL	
28	29	30	1	2	3	4		
5	6	7	8	9	10	11		
Student Signature Date					Supervisor	Signature	Date	
Charge Account Number: (mandatory)						mandatory)		
 Instructions:								

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Name:	Dept:
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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:						(r	mandatory)			
Instructi	Instructions:									

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Name: _	Dept:
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TIMESHEETS ARE DUE ON FRIDAY, NOVEMBER 8, 2019 Payday is the following Thursday

	00	CTOBE	ER 26	– NO \	/EMB	ER 8,	2019		
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL		
26	27	28	29	30	31	1			
2	3	4	5	6	7	8			
TOTAL HOURS									
Student Signature Date					Supervisor	Signature	Date		
Charge Account Number:						(r	mandatory)		
Instructi	Instructions:								

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Name:	Dept:
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TIMESHEETS ARE DUE ON FRIDAY, NOVEMBER 22, 2019 Payday is the following Thursday

NOVEMBER 9 - 22, 2019									
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL		
9	10	11	12	13	14	15			
16	17	18	19	20	21	22			
TOTAL HOURS									
Studer	nt Signa	ature	Da	ite	Supervisor	Signature	Date		
Charge Account Number: (mandatory)							mandatory)		
Instructions:									

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Name:	Dept:
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TIMESHEETS ARE DUE ON FRIDAY, DECEMBER 6, 2019 Payday is the following Thursday

	NOVEMBER 23 – DECEMBER 6, 2019									
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL			
23	24	25	26	27	28	29				
30	1	2	3	4	5	6				
				•	TOTAL	HOURS				
Student Signature Date Supervisor Signature						Signature	Date			
Charge Account Number: (mandatory)										
Instructions:										

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Name:	Dept:
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TIMESHEETS ARE DUE ON FRIDAY, DECEMBER 20, 2019 Payday is the following Thursday

DECEMBER 7 – 20, 2019									
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL		
7	8	9	10	11	12	13			
14	15	16	17	18	19	20			
				-	TOTAL	HOURS			
Studer	Student Signature Date Supervisor Signature Date								
Charge	Charge Account Number: (mandatory)						mandatory)		
Instructions:									

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

TIMESHEETS ARE DUE ON FRIDAY, JANUARY 3, 2020 Payday is the following Thursday

D	ECI	EMBE	21, 2	2019 -	- JANI	UARY	3, 2020	
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL	
21	22	23	24	25	26	27		
28	29	30	31	1	2	3		
Student Signature Date					Supervisor Signature Date			
Charge Account Number: (mandatory)					mandatory)			
Instructions:								

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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							Date			
Charge Account Number: (mandatory)										
Instructions:										

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TIMESHEETS ARE DUE ON FRIDAY, JANUARY 31, 2020 Payday is the following Thursday

JANUARY 18 - 31, 2020									
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL		
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			
TOTAL HOURS									
Studer	Student Signature Date Supervisor Signature Date								
Charge Account Number: (mandatory)									
Instructions:									

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Name:	Dept:
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TIMESHEETS ARE DUE ON FRIDAY, FEBRUARY 14, 2020 Payday is the following Thursday

FEBRUARY 1 - 14, 2020									
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL		
1	2	3	4	5	6	7			
8	9	10	11	12	13	14			
				-	TOTAL	HOURS			
Studer	Student Signature Date Supervisor Signature Date								
Charge Account Number: (mandatory)									
Instructi	Instructions:								

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Name:	Dept:
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TIMESHEETS ARE DUE ON FRIDAY, FEBRUARY 28, 2020 Payday is the following Thursday

FEBRUARY 15 - 28, 2020									
Sat	Sun	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL		
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
Student Signature			Da	nte	Supervisor Signature		Date		
Charge Account Number: (r							mandatory)		
Instructions:									

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