

Paul Smith's College STUDENT Timesheet

Department # _____

Employee Name: _____

Department: _____

Start Pay Period : _____

End Pay Period : _____

Pay Date: _____

Due Date: _____

Enter time worked only. Do not enter unpaid meal breaks.

Day of Week	DATE	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total to be Paid
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
						Weekly Total		

Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
						Weekly Total		

Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
						Weekly Total		

TIMESHEET TOTAL (IN DECIMAL FORMAT)

I certify that this record is accurate and accounts for my time during the indicated period.

Employee Signature: _____

Supervisor's Signature: _____