



**Student/Workstudy Timesheet**

<b>Employee Name:</b>	
<b>Banner ID:</b>	
<b>Pay Period Beginning:</b>	
<b>Pay Period Ending:</b>	

\*Pay Periods begin the 2nd and 19th of each month.  
**Timesheets are due in HR on the 1st and the 18th of each month.**

Weekday Date									
Hours									

Record time in ½ hour increments

Weekday Date									Total Hours
Hours									

Record time in ½ hour increments

I certify that the above time record is accurate to the best of my knowledge.

\_\_\_\_\_  
**Employee Signature** **Date**

\_\_\_\_\_  
**Supervisor Signature** **Date**

This form must be submitted to Human Resources and retained according to legal requirements.