**Bethel University Student Timesheet** Pay period: / / to / /

\*\*\*\*Please fill in all dates for pay period in columns.

Student Employee Signature

Signature:

Date:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Work Time** | | **Hrs** |
| SUN | In |  |  |
| Out |  |
| In |  |  |
| Out |  |
| MON | In |  |  |
| Out |  |
| In |  |  |
| Out |  |
| TUE | In |  |  |
| Out |  |
| In |  |  |
| Out |  |
| WED | In |  |  |
| Out |  |
| In |  |  |
| Out |  |  |
| THU | In |  |  |
| Out |  |
| In |  |  |
| Out |  |
| FRI | In |  |  |
| Out |  |
| In |  |  |
| Out |  |
| SAT | In |  |  |
| Out |  |
| In |  |  |
| Out |  |
| **Weekly Total** | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Work Time** | | **Hrs** |
| SUN | In |  |  |
| Out |  |
| In |  |  |
| Out |  |
| MON | In |  |  |
| Out |  |
| In |  |  |
| Out |  |
| TUE | In |  |  |
| Out |  |
| In |  |  |
| Out |  |
| WED | In |  |  |
| Out |  |
| In |  |  |
| Out |  |  |
| THU | In |  |  |
| Out |  |
| In |  |  |
| Out |  |
| FRI | In |  |  |
| Out |  |
| In |  |  |
| Out |  |
| SAT | In |  |  |
| Out |  |
| In |  |  |
| Out |  |
| **Weekly Total** | | |  |

The student should complete this timesheet, sign it, and forward to their supervisor.

The supervisor should verify the hours worked, add the student’s position number and suffix, sign the timesheet and forward to the Business Office.

Timesheets missing any information will be returned to the supervisor and could result in further delay in being paid for hours worked.

ID: PO#:

NAME:

PLEASE PRINT USING LEGAL NAME, NOT NICKNAMES

\*\*\*If you have any questions, please contact the Business Office.

|  |  |  |
| --- | --- | --- |
| Supervisor Area Only  I hereby certify that this student has worked the above stated hours and worked the above stated hours and has completed the work in a satisfactory manner. | Total Hours Worked:  Name Printed:  Signature:  Date: | Student Position Number:  Job Suffix:  Job Title: |