Position:			PAYROLL USE ONLY: Earn Code:
	STUDENT TIM		pay rate:
Name:			ID #
Last	First	MI	

Department:

Week of:		- Time Worked	
Sunday	From:	To:	
Monday	From:	To:	
Tuesday	From:	To:	
Wednesday	From:	To:	
Thursday	From:	To:	
Friday	From:	To:	
Saturday	From:	To:	
Week of:		Time Worked # of Hou Worked	
Sunday	From:	To:	
Monday	From:	To:	
Tuesday	From:	To:	
Wednesday	From:	To:	
Thursday	From:	To:	
Friday	From:	To:	
Saturday	From:	To:	

Signatures:	Total Hours
WPI Student	Date
Supervisor (required)	Date

Supervisor's Printed Name

Signatures verify work was performed in a satisfactory manner.

Instructions: Report only hours actually worked

Partial hours must be expressed as following decimals only: .25 .50 and .75 all other designations will be interpreted as .00 for payroll purposes

Deadline: Timesheets are due by 3 pm on Monday following the pay period. Anything received after the deadline will be included in next payroll.

Worked