| Position: | PayroLL USE ONLY: <br> Earn Code: |
| :--- | :--- |

STUDENT TIME SHEET

Name: $\qquad$ ID \# $\qquad$

Department: $\qquad$

| Week <br> Of: | Time Worked |  | \# of Hours <br> Worked |
| :--- | :--- | :--- | :--- |
| Sunday | From: | To: |  |
| Monday | From: | To: |  |
| Tuesday | From: | To: |  |
| Wednesday | From: | To: |  |
| Thursday | From: | From: | To: |
| Friday | From: | To: |  |
| Saturday |  | To: |  |
| Week <br> of: | Time Worked | \# of Hours |  |
| Sunday | From: $\quad$ | To: |  |
| Monday | From: | From: | To: |
| Tuesday | From: | To: |  |
| Wednesday | From: | To: |  |
| Thursday | From: | To: |  |
| Friday | From: | To: |  |
| Saturday | To: |  |  |

Signatures:
Total Hours Worked

| 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.

