Position: P-####### Position	Payroll use only: Earn Code:

STUDENT TIME SHEET

Name: Student Massachusetts _____ ID # 123456789 _____

Last   First   MI

Department: X Department _____

Week of: MM.DD – MM.DD.YYYY _____	**Time Worked**		**# of Hours Worked**
Sunday	From: # AM	To: # PM	##
Monday	From:	To:	
Tuesday	From:	To:	
Wednesday	From:	To:	
Thursday	From:	To:	
Friday	From:	To:	
Saturday	From:	To:	
Week of: MM.DD – MM.DD.YYYY _____	**Time Worked**		**# of Hours Worked**
Sunday	From: # AM	To: # PM	##
Monday	From:	To:	
Tuesday	From:	To:	
Wednesday	From:	To:	
Thursday	From:	To:	
Friday	From:	To:	
Saturday	From:	To:	

Signatures:

Total Hours Worked | #### |

Massachusetts Student   6.7.2023
_____
WPI Student   Date

Supervisor's Signature   6.8.2023
_____
Supervisor (required)   Date

Supervisor Signature
_____
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 3:00 pm on Monday following the pay period. Anything received after the deadline will be included in next payroll.