



## STUDENT ASSISTANT TIME SHEET

Use only for stipend employees ie: SRAs, Sustainability Advocates, BIPI & Peer Mentors  
Not to be used for Work Study employees

For Payroll Period Ending: \_\_\_\_\_

Student Employee Title: \_\_\_\_\_

Week 1							Week 2						
Date		In	Out	In	Out	Total Hrs	Date		In	Out	In	Out	Total Hrs
	<b>Thurs</b>							<b>Thurs</b>					
	<b>Fri</b>							<b>Fri</b>					
	<b>Sat</b>							<b>Sat</b>					
	<b>Sun</b>							<b>Sun</b>					
	<b>Mon</b>							<b>Mon</b>					
	<b>Tues</b>							<b>Tues</b>					
	<b>Wed</b>							<b>Wed</b>					
<b>Total Hours Week 1</b>							<b>Total Hours Week 2</b>						

I certify that the hours shown above are true and accurate.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Please print clearly Signature

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Please print clearly Signature

Total Hours \_\_\_\_\_ Rate/hour \_\_\_\_\_ Total Salary \$ \_\_\_\_\_