

** Only authorized supervisors can submit this timesheet for payroll processing. **

PULASKI TECHNICAL COLLEGE

2011 – 2012 Work-Study Timesheet

Student's Name: _____ Student ID: _____

Payroll Period Beginning: _____ Ending _____

Department: _____

(6 hours or more require 30-minute break/lunch)
(Round to the nearest .25, .50, .75 or whole number when reporting a fraction of an hour.)

DATE	DAY OF THE WEEK	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS
	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					

Total hours worked for the week _____

DATE	DAY OF THE WEEK	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS
	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					

Reminder: Working more than your allotted hours can jeopardize your eligibility.

Total hours worked for the week _____

Total hours for the pay period _____

We hereby certify that this time sheet is a true statement of the hours worked. We understand the work study processing procedures and understand the consequences of not following them can result in a delay of the student receiving a paycheck. **STUDENT SHOULD NOT BE REPORTING TIME WHEN THEY ARE SCHEDULED TO BE IN CLASS.**

Student's Signature

Date

Supervisor's Signature

Date