ARKANSAS STATE UNIVERSITY

PART-TIME EXTRA HELP/STUDENT WORKER TIMESHEET

Timesheet should be completed in black or blue ink only.

	Pay Period	
	From	To

Name: **Last 4 of SSN:**

Department: Account Number:

Day of Month	Day of Week	Time Worked						Total Hrs Worked	Remarks
		Start	End	Start	End	Start	End		
	MON								
	TUE								
	WED								
	THU								
	FRI								
	SAT								
	SUN								
							Total hrs worked this week:		
	MON								
	TUE								
	WED								
	THU								
	FRI								
	SAT								
	SUN								
							Total hrs worked this week:		
	MON								
	TUE								
	WED								
	THU								
	FRI								
	SAT								
	SUN								
							Total hrs worked this week:		
	MON								
							Total hrs worked this week:		

TOTAL HRS WORKED THIS PAY PERIOD:

Supervisor Certification:
Employee and Supervisor certify that this timesheet is accurate
Employee Certification:

PLEASE READ THE INSTRUCTIONS BELOW:

1. **Pay period** will be either **1st thru 15th** of month or **16th thru last day** of the month.
2. **Hours** will be figured to the nearest quarter hour (rounded down).
3. Timesheets should be turned in to your supervisor on the last day worked during the pay period.
4. Timesheets should be turned in to Payroll Not Later Than the next workday after the end of the pay period.