

ARKANSAS STATE UNIVERSITY

PART-TIME EXTRA HELP/STUDENT WORKER TIMESHEET

Timesheet should be completed in black or blue ink only.

Pay Period

Name: John Doe Last 4 of SSN: 1234 From Sept 01 To Sept 15

Department: Education Account Number: XX-XXX-5-200

Day of Month	Day of Week	Time Worked				Total Hrs Worked	Remarks
		Start	End	Start	End		
	MON						
	TUE						
01	WED	10:00	12:00	2:30	6:00	5.50	
02	THU						
03	FRI						
	SAT						
	SUN						

Total hrs worked this week: 5.50

06	MON						
07	TUE						
08	WED	9:45	11:00	3:00	5:00	3.25	
09	THU						
10	FRI						
	SAT						
	SUN						

Total hrs worked this week: 3.25

13	MON						
14	TUE						
15	WED						
	THU						
	FRI						
	SAT						
	SUN						

Total hrs worked this week:

	MON						
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Total hrs worked this week:

TOTAL HRS WORKED THIS PAY PERIOD: 8.75

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.

Supervisor Certification: Dr. Betty Crocker

Employee Certification: John Doe

Employee and Supervisor certify that this timesheet is accurate

