Willamette University
Student Time sheet

Employee Name _____ ID# _____

Job Title _____ Dept _____

Supervisor _____ Pay Period _____

- Write legibly using Black ink.
- Return your time sheet to Payroll in the Executive Bldg.
- Please round time to the nearest quarter hour.

Pay periods are the 15th to the 14th of each month
Pay day is the last business day of the month
15 min=.25; 30 min=.50; 45 min=.75

Date	Time In	Time Out	Time In	Time Out	Worked Hours	Sick Hours	Payment Approval
15							
16							Must be complete in order to process payment.
17							
18							**Hourly Rate** _____
19							
20							
21							**Worked Hours_____= $_____**
22							
23							
24							**Sick Hours _____= $_____**
25							
26							
27							**Gross Pay _____**
28							
29							**10-90010-5400**
30							
31							**Department Account Number**
1							
2							_____
3							**Employee Signature**
4							
5							
6							_____
7							**Supervisor Signature**
8							
9							
10							**Please submit to Payroll by the 15th of the month.**
11							
12							
13							
14							**Sick time is for missed scheduled work time.**
				TOTAL			