



Colby-Sawyer College

STUDENT WORKER TIME SHEET

Please print neatly. Illegible and incomplete time sheets will be returned and pay will be delayed.

NAME: _____

STUDENT #: _____

DEPT: _____

SUPERVISOR: _____

PAY PERIOD: **STARTS:** _____ **ENDS:** _____

Week 1: Date:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
In							
Out							
In							
Out							
Daily Total							

Weekly Total _____

Week 1: Date:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
In							
Out							
In							
Out							
Daily Total							

Weekly Total _____

Student Signature: (required) _____

Supervisor Signature: (required) _____

This time sheet is due to your Supervisor before noon on Monday of the pay week.

Time sheets should be submitted by Supervisors to the Business Office before noon on Tuesday of the pay week.