Time Sheet

Student Name	
Payroll Week	
Department Name	
Supervisor	
Supervisor Ph. No.	
Supervisor Email	

Date	Start Time	*Lunch Time Out	*Lunch Time In	End Time	Total Hours Worked
Total Hours Worked During Pay Period:					0:00

***Complete only if the employee worked six or more consecutive hours in a workday.**
A student working a six to eight hour period is entitled to no less than a thirty-minute lunch break without pay.