



Financial Aid Student Employment Timesheet

Student Name: _____

Student ID: _____

Department: _____

Mail Station: _____

Instructions: Submit timesheet to your Supervisor for processing. Send a copy to the Financial Aid Office by 5:00 pm on **November 19, 2009**. Timesheets mailed or faxed to 868-3379 require signatures of the student and supervisor. (No signatures are needed if timesheets are emailed by the supervisor).
Make sure to report time in quarter hour intervals.

Day	Date	From	Break (If applicable)	To	Total		
					Daily	Weekly	
Monday		am/pm		am/pm			
Tuesday		am/pm		am/pm			
Wednesday		am/pm		am/pm			
Thursday		am/pm		am/pm			
Friday		am/pm		am/pm			
Monday		am/pm		am/pm			
Tuesday		am/pm		am/pm			
Wednesday		am/pm		am/pm			
Thursday		am/pm		am/pm			
Friday	6-Nov	am/pm		am/pm			
Monday	9-Nov	am/pm		am/pm			
Tuesday	10-Nov	am/pm		am/pm			
Wednesday	11-Nov	COLLEGE CLOSED FOR VETERAN'S DAY					
Thursday	12-Nov	am/pm		am/pm			
Friday	13-Nov	am/pm		am/pm			
Monday	16-Nov	am/pm		am/pm			
Tuesday	17-Nov	am/pm		am/pm			
Wednesday	18-Nov	am/pm		am/pm			
Thursday	19-Nov	am/pm		am/pm			
Friday		am/pm		am/pm			
Monday		am/pm		am/pm			
Tuesday		am/pm		am/pm			
Wednesday		am/pm		am/pm			
Thursday		am/pm		am/pm			
Friday		am/pm		am/pm			
Student Certification: I certify that this is a true statement of hours worked during this pay period.			Supervisor approval: I certify that this is a true statement of hours worked during this pay period			Total hours for the pay period	