Must be filled out completely

For Business Office use only

Student Hourly Time Sheet

SOUTHWESTERN UNIVERSITY
GEORGETOWN, TEXAS

Employee's Legal Name (No Nicknames)	Employee's Student ID #

Title of Department Account		Pay Period ENDING Date:

Week One (Note: Round all times to the nearest 15 minute interval)

Dates		START	STOP	START	STOP	START	STOP	DAILY TOTAL
	MONDAY							
	TUESDAY							
	WEDNESDAY							
	THURSDAY							
	FRIDAY							
	SATURDAY							
	SUNDAY							

(Not to exceed approved total hours) **Week One TOTAL:**

Week Two (Note: Round all times to the nearest 15 minute interval)

Dates		START	STOP	START	STOP	START	STOP	DAILY TOTAL
	MONDAY							
	TUESDAY							
	WEDNESDAY							
	THURSDAY							
	FRIDAY							
	SATURDAY							
	SUNDAY							

This report must be completed daily. At the end of the 2 week period, it must be signed by you and your supervisor and turned in.

Week Two TOTAL:

****TOTAL Hours for two week Pay Period****

Certified True & Correct (Student's Signature)	Date:	Approved By (Supervisor's Signature)	Date:

Student Time Sheets will not be processed unless completed accurately and completely. Time sheets must be turned into the Student Payroll Office on time, to be paid out of the current payroll.

Account #: *Must be completed by supervisor to pay employee*

___ ___ - ___ ___ ___ ___ - ___ ___ ___ ___ ___

*Academic Year Term : - 51830 *Summer Term : - 51835

****STUDENTS CANNOT BE PAID UNLESS BOTH STUDENT AND SUPERVISOR HAVE SIGNED ABOVE.****

****TIME SHEETS MUST BE TURNED IN BEFORE 10:00 am ON THE MONDAY FOLLOWING THE PERIOD ENDING DATE.****

For Pay Period Calendar and other Payroll Information visit our web site: ***http://www.southwestern.edu/businessoffice/***