VILLANOVA UNIVERSITY PAYROLL OFFICE

S T U D E N T T I M E R E P O R T

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Clear Form

This time sheet will not be processed with incomplete or illegible items.

INSTRUCTIONS

Report time to nearest quarter hour.

Time taken for lunch and breaks should be listed under BREAK – LUNCH and subtracted from HOURS.

TIME SHEETS TURNED IN AFTER THE DEADLINE DATE WILL BE PAID IN THE FOLLOWING PAY PERIOD.

Rate: _____

*Please **type** items 1 thru 4*

❶ NAME: _____

❷ EMPLOYEE ID #: _____

❸ DEPT. NAME: _____

❹ POSITION NUMBER:

S					A

❺ INDEX NUMBER: ACCOUNT

						-				
						-				

❻ PAY PERIOD FROM MONDAY, _____ TO SUNDAY, _____

WEEK 1	Time In	Time Out	Break – Lunch	HOURS	Job Description
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
			SUBTOTAL	**0.00**	

❼ PAY PERIOD FROM MONDAY, _____ TO SUNDAY, _____

WEEK 2	Time In	Time Out	Break – Lunch	HOURS	Job Description
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
			SUBTOTAL	**0.00**	

TOTAL HOURS	**0.00**

❽ SIGNATURES:

I hereby certify that this timesheet is correct and that the student has performed in a satisfactory manner.

STUDENT _____ DATE _____ BUDGET ADMINISTRATOR _____ DATE _____

(STAMPED SIGNATURE IS INVALID)