## LUNA COMMUNITY COLLEGE Work-Study Timesheet

FEDERAL WORK-STUDY

STATE WORK-STUDY

PAY PERIOD:

NAME:	STUDENT ID or SSN:	JOB TITLE:	DEPARTMENT:	SUPERVISOR:		

NOTE: <u>Timesheet MUST be printed on yellow paper</u>. Supervisor and Student must initial any changes. <u>DO NOT</u> use liquid paper on timesheet and <u>DO NOT</u> complete in pencil. Timesheet is due on the deadline date noted on the payroll schedule. Failure to submit timesheet as required will result in the student not being paid until the following pay period. *\*TIMESHEET MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT*.\*

	MONDAY TUESDAY				WEDNESDAY				THURSDAY			FRIDAY							
DATE	IN	OUT	TOTAL	DATE	IN	OUT	TOTAL	DATE	IN	OUT	TOTAL	DATE	IN	OUT	TOTAL	DATE	IN	OUT	TOTAL
												-							
				-				-								-			
	МО	NDAY			TUE	SDAY			WEDI	NESDAY			THUR	SDAY			FR	RIDAY	
DATE	IN	OUT	TOTAL	DATE	IN	OUT	TOTAL	DATE	IN	OUT	TOTAL	DATE	IN	OUT	TOTAL	DATE	IN	OUT	TOTAL
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TO BE COMPLETED BY SUPERVISOR: TOTAL HOURS WORKED: X \$ 12.00 (PAY RATE) = \$

PAYMENT DUE

I hereby certify that the above is a true statement of the hours worked and have been performed satisfactorily.

Supervisor Signature

Date

**Student Signature** 

Date

HUMAN RESOURCES OFFICE USE ONLY:									
HOURS WORKED:	HOURS PAID	PAY RATE: \$ 12.00	PAYMENT DUE:						