LUNA COMMUNITY COLLEGE Work-Study Timesheet

FEDERAL WORK-STUDY
STATE WORK-STUDY

					P	AY PEI	RIOD:								_				
NAME:	NAME:			STUI	STUDENT ID or SSN:			JOB TITLE:				DEPARTMENT:				SUPERVISOR:			
NOTE:	NOTE: Timesheet MUST be printed on yellow paper. Supervisor and Student must initial any changes. DO NOT use liquid paper on timesheet and DO NOT 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			т —	TUESDAY			WEDNESDAY				THURSDAY				FRIDAY				
DATE	IN	OUT	TOTAL	DATE	IN	OUT	TOTAL	DATE	IN	OUT	TOTAL	DATE	IN	OUT	TOTAL	DATE	IN	OUT	TOTAL
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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
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TO BE COMPLETED BY SUPERVISOR: TOTAL HOURS WORKED: X \$ 11.50 (PAY RATE) = \$ PAYMENT DUE												<u></u> Е							
I hereb	y certi	fy that	the abov	e is a tr	ue state	ment o	of the ho	urs wor	ked an	ıd have	been per	rformed	satisfact	orily.					
Supervisor Signature Date				.	Stud				lent Signature				Date						
HUMA	N RESC	DURCES	S OFFICE	USE ON	LY:														
HOURS WORKED:				Н	HOURS PAID					PAY RATE: \$ 9.00				PAYMENT DUE:					