# ALVERNIA STUDENT TIME SHEET

**PAY PERIOD ENDING:** (A)  
**CODE:** (B)

**PLEASE PRINT**

<table>
<thead>
<tr>
<th>WEEK 1</th>
<th>DATE</th>
<th>START</th>
<th>LUNCH</th>
<th>END</th>
<th>Daily Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUN</td>
<td>(E')</td>
<td>(F)</td>
<td>(G)</td>
<td>(H)</td>
<td>(I)</td>
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<tr>
<td>MON</td>
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<tr>
<td>TUE</td>
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<td>WED</td>
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<tr>
<td>FRI</td>
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<tr>
<td>SAT</td>
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</tr>
</tbody>
</table>

**TOTAL HOURS WEEK 1:** (K)

**TOTAL HOURS WEEK 2:** (M)

**EMPLOYEE SIGNATURE:** (O)  
**DATE:**

**DEPT HEAD SUPERVISOR SIGNATURE:**  
**DATE:**

A - PAYROLL PERIOD ENDING  
B - CODE  
C - LAST  
D - FIRST  
E - DATE  
F - START  
G - OUT  
H - IN  
I - END  
J - DAILY TOTAL HOURS  
K - TOTAL HOURS WEEK 1  
L - WORK WEEK 2  
M - TOTAL HOURS WEEK 2  
N - TOTAL HOURS PAY PERIOD  
O - EMPLOYEE SIGNATURE AND DATE  
P - SUPERVISOR SIGNATURE AND DATE

ENTER SATURDAY'S DATE OF WEEK 2  
ENTER 4 DIGIT DEPARTMENT CODE  
ENTER LAST NAME OF EMPLOYEE  
ENTER FIRST NAME OF EMPLOYEE  
Enter Month and Day  
Enter Time You Started to Work (Round to Nearest Quarter Hour)  
Enter Time You Left for Lunch (i.e., Lunch Break, Class, Personal, etc.)  
Enter Time You Returned  
Enter Time You Left Work for the Day (Round to Nearest Quarter Hour)  
Enter Total Hours Worked for Each Day  
Enter Total Hours Worked for Week 1  
Repeat Steps E through J  
Enter Total Hours Worked for Week 2  
Add Work Hours for Week 1 and Week 2 and Enter Total Here  
Sign and Date Timesheet  
Review, Sign and Date Student Timecard  
(Any Errors on Student Timesheet Should Be Given Back to Student to Correct)  
(If Supervisor Corrects Any Information on the Student Timesheet, the Supervisor is Required to Initial the Correction)