

Willamette University
Student Time sheet

Employee Name _____ ID# _____
 Job Title _____ Dept _____
 Supervisor _____ Pay Period _____

- Write legibly using Black ink.
- Return your time sheet to Payroll in the Executive Bldg.
- Please round time to the nearest quarter hour.

Pay periods are the 15th to the 14th of each month
 Pay day is the last business day of the month
 15 min=.25; 30 min=.50; 45 min=.75

Date	Time In	Time Out	Time In	Time Out	Worked Hours	Sick Hours	Payment Approval
15							<p>Must be complete in order to process payment.</p> <p>Hourly Rate _____</p> <p>Worked Hours _____ = \$ _____</p> <p>Sick Hours _____ = \$ _____</p> <p>Gross Pay _____</p> <p style="text-align: center;">10-90010-5400</p> <p style="text-align: center;">Department Account Number</p> <p>_____ Employee Signature</p> <p>_____ Supervisor Signature</p> <p>Please submit to Payroll by the 15th of the month.</p> <p>Sick time is for missed scheduled work time.</p>
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