

**Student INSTITUTIONAL  
(IWSP) Work Study  
Time Sheet**

This time sheet **MUST** be returned to your SUPERVISOR by 12:00 noon on the 15th of each month. Checks will be distributed the first day of the month. **BANNER WEB** on-line time sheets **must be entered and submitted for approval by the 16th of the month.**

Must Have Your **Guilford ID # :**

**G-**

Print STUDENT'S FULL NAME: \_\_\_\_\_

EMPLOYING DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

rev 2/07 Statement of hours for the period **beginning** (mo) \_\_\_\_\_ / **15th** \_\_\_\_\_ and **ending** (month) \_\_\_\_\_ / **14th** \_\_\_\_\_

	Day	Date	In	Out	In	Out	In	Out	Hour worked
1st WEEK	Mon								
	Tue								
	Wed								
	Thu								
	Fri								
	Sat								
	Sun								
2nd WEEK	Mon								
	Tue								
	Wed								
	Thu								
	Fri								
	Sat								
	Sun								
3rd WEEK	Mon								
	Tue								
	Wed								
	Thu								
	Fri								
	Sat								
	Sun								
4th WEEK	Mon								
	Tue								
	Wed								
	Thu								
	Fri								
	Sat								
	Sun								
5th WEEK	Mon								
	Tue								
	Wed								
	Thu								
	Fri								
	Sat								
	Sun								

**\*\*USE INK ONLY--CHECK ADDITION**

WE CERTIFY THE ABOVE IS TRUE, CORRECT, AND PROPERLY ADDED.

Student's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Supervisor to Add  
TOTAL HOURS WORKED

This time sheet is for the convenience of the student, supervisor, & approver. Students will be paid from Banner Web Time Entry On-Line time sheets only! The employing department should keep this time sheet for its records once the on-line time sheet has been approved. Approvers need to approve on-line time sheers by the 17th of the month.