

SAMPLE Student 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- NNNNNNNN

Print STUDENT'S FULL NAME: STUDENT'S NAME

EMPLOYING DEPARTMENT: DEPT # NNNN

DATE: 15-Feb-07

rev 2/07

Statement of hours for the period beginning (mo) _____ / 15th and ending (month) _____ / 14th

	Day	Date	In	Out	In	Out	In	Out	Hours worked	
1st WEEK	Mon	1/15/2007								
	Tue	1/16/2007	9:00 AM	10:15 AM	2:00 PM	3:45 PM			3	
	Wed	1/17/2007								
	Thu	1/18/2007								
	Fri	1/19/2007	10:00 AM	4:00 PM					6	
	Sat	1/20/2007								
	Sun	1/21/2007								
2nd WEEK	Mon	1/22/2007	All time entry on paper time sheets as well as banner web should be rounded to 15 minute increments in favor of the student. If you report to work at 8:36 then your time entry should be 8:30, if you leave at 5:12 then your time entry should be 5:15. Total hours worked for the day should be entered on paper time sheets with any additional minutes shown as .25, .50, or .75 (15 minutes = .25 30 minutes = .50 45 minutes = .75 . Banner Web on-line automatically calculates time in this manner. Therefore the time sheets will match when compared to each other by the approvers.							
	Tue	1/23/2007								
	Wed	1/24/2007								
	Thu									
	Fri									
	Sat									
	Sun									
3rd WEEK	Mon									
	Tue									
	Wed									
	Thu									
	Fri	2/2/2007	10:00 AM	10:45 AM					0.75	
	Sat									
	Sun									
4th WEEK	Mon									
	Tue									
	Wed									
	Thu									
	Fri									
	Sat									
	Sun									
5th WEEK	Mon									
	Tue									
	Wed	2/14/2007	8:00 PM	9:45 PM					1.75	
	Thu									
	Fri									
	Sat									
	Sun									

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

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

Student's Signature _____

Student name

Supervisor's Signature _____

Supervisor

Supervisor to Add
TOTAL HOURS WORKED

11.5 hrs

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 sheets by the 17th of the month.