

EASTERN OREGON UNIVERSITY - Student Employee Time Sheet

STUDENTS: Turn this time sheet in to your supervisor on the 14th or the 12th if the 14th falls on Sat. or Sun. **Have you completed payroll papers? Do you have a change of address?**

NAME (Please Print): _____ **EOU ID#** _____

Work Months _____ **Eastern Student** (System) **Other (OHSU, BMCC, etc...)** (Non-System)

Earn code	Pos Desc #	Hours	Rate	Index	Payroll Use Only
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

DATE	IN	OUT	TOTAL	DATE	IN	OUT	TOTAL
15				31			
16				01			
17				02			
18				03			
19				04			
20				05			
21				06			
22				07			
23				08			
24				09			
25				10			
26				11			
27				12			
28				13			
29				14			
30							

STUDENTS ARE LIMITED TO 20 HOURS PER WEEK, EXCEPT BETWEEN TERMS AND DURING THE SUMMER! I CERTIFY THAT THE HOURS SHOWN ABOVE ARE CORRECT AND I HAVE BEEN A REGISTERED STUDENT DURING THIS TIME PERIOD.

Employee Signature DATE

SUPERVISOR SIGNATURE DATE

SUPERVISOR NAME (Please PRINT) Phone #