# 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. Late time sheets will be processed on the next regular payroll.
Have you completed payroll papers? Do you have a change of address?

NAME (Please Print): _____ SSN _____

Work Months_____ ☐ Eastern Student (System) ☐ Other (OHSU, BMCC, etc…) (Non-System)

Earn code Payroll Use Only

_____ Pos Desc # _____ Hours _____ Rate _____ Index _____ _____

_____ Pos Desc # _____ Hours _____ Rate _____ Index _____ _____

_____ Pos Desc # _____ Hours _____ Rate _____ Index _____ _____

| 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 80 HOURS, 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 #

Rev. 11/07