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** □ **Other (OHSU, BMCC, etc…)**

 (System) (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** |  |  |  |  | Total Hours |  |
|  |  |  |  |  |  |  |

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

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 SUPERVISOR NAME (Please PRINT) Phone #