

Kirtland Community College
Time Sheet for Student Employees
Please complete in INK

Student _____ Department _____

ID# _____ Supervisor _____

Week beginning _____

Day	Date	In	Out	Break	In	Out	Hr Total	Supervisor's Initials
<i>Sun</i>								
<i>Mon</i>								
<i>Tues</i>								
<i>Wed</i>								
<i>Thur</i>								
<i>Fri</i>								
<i>Sat</i>								

Week beginning _____

Day	Date	In	Out	Break	In	Out	Hr Total	Supervisor's Initials
<i>Sun</i>								
<i>Mon</i>								
<i>Tues</i>								
<i>Wed</i>								
<i>Thur</i>								
<i>Fri</i>								
<i>Sat</i>								

Student Signature _____

Supervisor Approval _____

Date _____

Reminder:

You may not work more than a **total of 20 hours in one week.**

It is the **student's responsibility** to submit time sheets and all required paperwork to the Accounting Department by 12:00 noon on Monday of a Pay week. ***Fraudulent time sheets are grounds for immediate termination.***

Time sheets must be submitted within 30 days of last day worked in that pay period.

FOR OFFICE USE ONLY

Date Paid _____

Rate _____

Total Hours _____

Gross Pay _____