

Timesheet

Job Title: FWS-Stanford Student Employee
Position Number: 00009110

Empl ID: [Redacted]
Employee Record Number: 0
Standard Hours: 10.00

EXAMPLE TIMESHEET

View By: Time Period Date: 04/16/2016 [Return](#)
Reported Hours: 18.49 Hours Scheduled Hours: 0.00 Hours

Timesheet: From 04/16/2016 to 04/30/2016

Day	Date	IN	OUT	IN	OUT	Punch	Total Time	Reporting Code	Hours	PTA	Comments
Sat	4/16									1057252-10-AAQCH	
Sun	4/17									1057252-10-AAQCH	
Mon	4/18									1057252-10-AAQCH	
Tue	4/19	10:00:00AM			12:20:00PM	2.33				1180131-100-BADBK	
Wed	4/20									1057252-10-AAQCH	
Thu	4/21	9:30:00AM			12:20:00PM	2.83				1180131-100-BADBK	
Fri	4/22	9:30:00AM			1:20:00PM	3.83				1180131-100-BADBK	
Sat	4/23									1057252-10-AAQCH	
Sun	4/24									1057252-10-AAQCH	
Mon	4/25									1057252-10-AAQCH	
Tue	4/26	9:30:00AM			12:20:00PM	2.83				1180131-100-BADBK	
Wed	4/27									1057252-10-AAQCH	
Thu	4/28	9:30:00AM			12:20:00PM	2.83				1180131-100-BADBK	
Fri	4/29	9:30:00AM			1:20:00PM	3.83				1180131-100-BADBK	
Sat	4/30									1057252-10-AAQCH	

Payable Time Summary

Employee Record	Department	Description	PTA	TRC	IRC Description	Hours
0	BVZZ	Contingent	1180131-100-BADBK	101	Regular	18.50

No overtime pay allowed

Student Signature:

Nelly Carol 5/10/16

I approve of this student's hours

[Signature] 5/15/16

Your timesheet MUST be signed and dated by BOTH you and your supervisor.

Your supervisor MUST write "I approve of this student's hours" on your timesheet.