

**THIS IS NOT TO BE USED FOR WORKSTUDY STUDENTS**

**Gettysburg College  
Student Time Sheet**

ID No.: 1234567 (seven digits only)

Pay Period Begin Date: 10/20/01

Name: Rocky J. Squirrel

Pay Period End Date: 11/02/01

Department: Acorn Collection

Hourly Rate: 6.50

Account #: 54001 Fund #: 11100 Dept #: 12345 Program #: 67 Project/Grant #: \_\_\_\_\_  
5 digits                      5 digits                      5 digits                      2 digits                      7 digits

(please note if the account being charged is a sub-account or grant account, and not being charged to your main departmental account, it must be highlighted.)

**Time Sheets are due no later than 12:00 on the Monday following the Pay Period End Date. Due to processing requirements, this deadline will be strictly enforced.**

Week 1	IN	MEALS	OUT	HOURS WORKED	OVERTIME HOURS
Saturday					
Sunday					
Monday	10:00am		12:00pm		2.00
Tuesday					
Wednesday					
Thursday	1:00pm		3:00pm	2.00	
Friday					
Week 1 Subtotal				2.00	2.00

Week 2	IN	MEALS	OUT	HOURS WORKED	OVERTIME HOURS
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday	8:00am	1	4:30pm	7.5	
Thursday					
Friday					
Week 2 Subtotal				7.5	
Total Weeks 1&2				9.50	2.00

Any hours worked over 40 per week are considered overtime hours.

**The holiday hours must be highlighted on the time sheet if the student was required to work.**

**Supervisor signature is required!**