

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	8:00am	1	4:30pm	7.50	
Tuesday	8:00am		4:30pm	8.50	
Wednesday	8:00am		4:30pm	8.50	
Thursday	7:30am		4:30pm	9.00	
Friday	8:00am		4:30pm	8.50	
Week 1 Subtotal				40.00	2.00

Week 2	IN	MEALS	OUT	HOURS WORKED	OVERTIME HOURS
Saturday					
Sunday					
Monday	8:00am	1	4:30pm	7.50	
Tuesday					
Wednesday	8:00am		4:30pm	8.50	
Thursday					
Friday	8:00am	1	4:30pm	7.50	
Week 2 Subtotal				23.50	
Total Weeks 1&2				63.50	2.00

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

Supervisor signature is required!