

**Aurora University**  
**Student Worker Timesheet**

**NAME:** (PLEASE PRINT) \_\_\_\_\_

Please complete Date, Time in, Time out, Meal Break (if applicable) and Hours Worked columns  
In "Hours Worked" columns be sure to record hours to the nearest 1/4 hour

DAY	DATE	TIME IN	TIME OUT	MEAL BREAK		TIME IN	TIME OUT	HOURS WORKED	DEPT BUDGET NUMBER
				IN	OUT				
M									
T									
W									
TH									
F									
SAT									
SUN									
<b>TOTAL HOURS</b>									

DAY	DATE	TIME IN	TIME OUT	MEAL BREAK		TIME IN	TIME OUT	HOURS WORKED	DEPT BUDGET NUMBER
				IN	OUT				
M									
T									
W									
TH									
F									
SAT									
SUN									
<b>TOTAL HOURS</b>									

\*\*This is an accurate record of hours I worked and these hours were not in conflict with any of my scheduled classes or activities

**Student Employee's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

\*\* I certify the above hours are correct and I will be paid the hours indicated on this timesheet

**Supervisor's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

COMPLETED, SIGNED TIMESHEETS MUST BE IN THE HUMAN RESOURCES OFFICE BY 10:00 A.M. ON THE MONDAY FOLLOWING THE END OF THE PAY PERIOD.

**FOR PAYROLL USE ONLY**

TOTAL HOURS \_\_\_\_\_

PAGE \_\_\_\_\_ OF \_\_\_\_\_ REG FWSP SUMMER