

# Southern Oregon University Regular Student Time Sheet

(Please Print Name) Last \_\_\_\_\_ First \_\_\_\_\_ Student ID No. \_\_\_\_\_ Job Type \_\_\_\_\_  
 Rate of Pay: \_\_\_\_\_ Payroll Period Ending 12<sup>th</sup> day, Month of \_\_\_\_\_, 20\_\_\_\_

| MO | DAY | IN | OUT | HRS WKD |
|----|-----|----|-----|---------|
|    | 13  |    |     |         |
|    | 14  |    |     |         |
|    | 15  |    |     |         |
|    | 16  |    |     |         |
|    | 17  |    |     |         |
|    | 18  |    |     |         |
|    | 19  |    |     |         |
|    | 20  |    |     |         |
|    | 21  |    |     |         |
|    | 22  |    |     |         |
|    | 23  |    |     |         |
|    | 24  |    |     |         |
|    | 25  |    |     |         |
|    | 26  |    |     |         |
|    | 27  |    |     |         |
|    | 28  |    |     |         |

| MO                                    | DAY | IN | OUT | HRS WKD |
|---------------------------------------|-----|----|-----|---------|
|                                       | 29  |    |     |         |
|                                       | 30  |    |     |         |
|                                       | 31  |    |     |         |
|                                       | 1   |    |     |         |
|                                       | 2   |    |     |         |
|                                       | 3   |    |     |         |
|                                       | 4   |    |     |         |
|                                       | 5   |    |     |         |
|                                       | 6   |    |     |         |
|                                       | 7   |    |     |         |
|                                       | 8   |    |     |         |
|                                       | 9   |    |     |         |
|                                       | 10  |    |     |         |
|                                       | 11  |    |     |         |
|                                       | 12  |    |     |         |
| <b>TOTAL HOURS WORKED THIS PERIOD</b> |     |    |     |         |

For Payroll Use Only: Position/Suffix: \_\_\_\_\_

Earn Code: \_\_\_\_\_

\_\_\_\_\_ HRS @ \$ \_\_\_\_\_ PER HOUR = \$ \_\_\_\_\_

Index Code: \_\_\_\_\_

I certify that the hours indicated on this time sheet are correct.

I certify that the hours indicated on this time sheet are correct and that the work was satisfactory, unless otherwise stated.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date