



# STUDENT EMPLOYEE TIMESHEET

Employee name (please PRINT) \_\_\_\_\_ Month/Year \_\_\_\_\_

Department Name \_\_\_\_\_ Account # \_\_\_\_\_

1. Time sheets must be submitted to the Payroll box outside of Bertrand 101 by due date.
2. Next to date, list specific **times** in and out – i.e. in 9:00 a.m., out 12:00 p.m., in 1:00 p.m., out 5:00 p.m. Do NOT include lunch as time worked.
3. Dominican University guidelines specify that a student may NOT work more than 20 hours per week or 8 hours per day while school is in session. There is no authorized overtime.

Any time sheet turned in late will be processed in the next pay period.

DATE	Time In	Lunch Out	Lunch In	Time Out	Total # Hours Worked
1 <sup>st</sup>					
2 <sup>nd</sup>					
3 <sup>rd</sup>					
4 <sup>th</sup>					
5 <sup>th</sup>					
6 <sup>th</sup>					
7 <sup>th</sup>					
8 <sup>th</sup>					
9 <sup>th</sup>					
10 <sup>th</sup>					
11 <sup>th</sup>					
12 <sup>th</sup>					
13 <sup>th</sup>					
14 <sup>th</sup>					
15 <sup>th</sup>					
16 <sup>th</sup>					
17 <sup>th</sup>					
18 <sup>th</sup>					
19 <sup>th</sup>					
20 <sup>th</sup>					
21 <sup>st</sup>					
22 <sup>nd</sup>					
23 <sup>rd</sup>					
24 <sup>th</sup>					
25 <sup>th</sup>					
26 <sup>th</sup>					
27 <sup>th</sup>					
28 <sup>th</sup>					
29 <sup>th</sup>					
30 <sup>th</sup>					
31 <sup>st</sup>					
<b>GRAND TOTAL</b>					



By law, each non-exempt employee is allowed to take a 10-minute break for every four hours of work.  
I certify that the above reported time is correct and that I have been given the opportunity to take allowable breaks.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Supervisor Print Name \_\_\_\_\_ Date \_\_\_\_\_