



# STUDENT TIME SHEET

PERIOD ENDING (MM/DD/YY) \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_

POSITION/SUFFIX (FROM WTE) \_\_\_\_\_

STUDENT ID \_\_\_\_\_

FUND/ORG \_\_\_\_\_

HOURS WORKED WEEK #1							HOURS WORKED WEEK #2							TOTAL HOURS
S	M	T	W	T	F	S	S	M	T	W	T	F	S	

**NOTE TO STUDENT** – PLEASE COMPLETE ALL FIELDS AND SUBMIT TO YOUR SUPERVISOR FOR APPROVAL. PAPER TIMESHEETS WILL BE PROCESSED ON THE NEXT PAY CYCLE (AFTER PAYROLL RECEIVES THE TIMESHEET).

**NOTE TO SUPERVISOR** – PLEASE VERIFY ACCURACY (TO ENSURE PROPER FUNDING/PAYMENT) AND SUBMIT TIMESHEET TO [PAYROLL@RICE.EDU](mailto:PAYROLL@RICE.EDU), PREFERABLY WITH A ‘TIMESHEET’ SUBJECT.

\_\_\_\_\_  
SUPERVISOR SIGNATURE                      DATE

\_\_\_\_\_  
EMPLOYEE SIGNATURE                      DATE

\_\_\_\_\_  
DEPT ADMINISTRATOR (IF DIFFERENT)      DATE



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