ARKANSAS STATE UNIVERSITY

PART-TIME EXTRA HELP/STUDENT WORKER TIMESHEET

Employee Name	Pay Period covered :		

Day of Month	Day of Week	A.M. Start	A.M. End	P.M. Start	P.M. End	Hours	REMARKS
TOTAL HOURS:							

EMPLOYEE'S SIGNATURE:_____

Section Below must be completed and signed by Supervisor

Department	Account Number	Supervisor Signature

NOTES:

1. **Pay period** will be either 1st thru 15th of month or 16th thru last day of the month.
2. **Hours** will be figured to the nearest quarter hour (rounded down).
3. Timesheets should be turned in to your supervisor on the last day worked during the pay period.
4. **Supervisors** will check the timesheet for completeness and accuracy, enter the department name and account number, sign and date prior to turning it in to Payroll.
5. Timesheets should be turned in to Payroll Not Later Than the next workday after the end of the pay period.