

REED COLLEGE STUDENT/PART-TIME STAFF TIMESHEET

remember, timesheets are due in payroll on the 20th of EACH month

Name: \_\_\_\_\_  
last name, first name (legal name as registered, no nicknames)

Reed ID: \_\_\_\_\_

ADP # \_\_\_\_\_ (payroll notation only)

Pay Period of \_\_\_\_\_ / \_\_\_\_\_  
must list month worked year

thru \_\_\_\_\_ / \_\_\_\_\_  
must list month worked year

PLEASE USE BLACK OR BLUE INK ONLY

day	date	time in	time out	time in	time out	daily total
_____	16					
_____	17					
_____	18					
_____	19					
_____	20					
_____	21					
_____	22					
_____	23					
_____	24					
_____	25					
_____	26					
_____	27					
_____	28					
_____	29					
_____	30					
_____	31					

hours should be listed in quarter hour only, as in 1/4, 1/2, 3/4 r or .25 .50 .75 1

day	date	time in	time out	time in	time out	daily total
_____	1					
_____	2					
_____	3					
_____	4					
_____	5					
_____	6					
_____	7					
_____	8					
_____	9					
_____	10					
_____	11					
_____	12					
_____	13					
_____	14					
_____	15					

hours should be listed in quarter hour only, as in 1/4, 1/2, 3/4 r or .25 .50 .75 1

total hours worked

total hours worked

combined total  
hours worked

X \*rate of pay

equals gross pay

during the academic year  
students should NOT work  
more than 20 hours a week for  
any/all departments combined  
(including off-campus w/s)

\_\_\_\_\_  
\*Employee Signature (must be signed)

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
orgn account

- 5131 Regular
- 5132 Workstudy
- 5122 P-Time staff

\*Department signature certifying that the above mentioned individual has worked the number of hours stated and has performed in a satisfactory manner

\*rate of pay, employee & department signature & account number are required information, incomplete timesheets will be returned to the employee