

Lincoln University
Student Employee Time Sheet

Day	Date	Time In	Time Out	Daily Total
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Weekly Total	-----	-----	-----	

Student's Name: _____

Student's Signature: _____

Supervisor's Name: _____

Supervisor's Signature: _____

Date: _____

This timesheet was designed to aid the supervisor and student keep up with the time worked by the student. As students are paid the month after they work, it is sometimes hard to keep up with the total number of hours. By maintaining time sheets, the supervisor is able to keep track of the hours that the student is working and retain it on file.