Time Sheet Log

Employee: _____   SS# _____

Pay Period: _____

*All student forms must be attached
in order for timesheet to be processed.*

Week One

Date	Day	Start	End (min)	Student	Assignment	Comment	# Hours

Day of Week	Date	Total Hours Each Day	
Monday			
Tuesday	_____	_____	
Wednesday	_____	_____	
Thursday	_____	_____	
Friday	_____	_____	
Saturday	_____	_____	
Sunday	_____	_____	

Total for Week One _____ (totals should match)   **Total for Week One** _____

Week Two

Date	Day	Start	End (min)	Student	Assignment	Comment	# Hours

Day of Week **Date** **Total Hours Each Day**

Monday _____ _____

Tuesday _____ _____

Wednesday _____ _____

Thursday _____ _____

Friday _____ _____

Saturday _____ _____

Sunday _____ _____

Total for Week Two _____ (totals should match) **Total for Week Two** _____

I certify that I was present and worked during the hours indicated above.

Total Hours Week 1 & 2 _____

X Rate Per Hour $ _____

Subtotal $ _____

_____
Interpreter/Captionist

Amount of Overtime @ 1.5 $ _____

Total Pay for This Period $ _____

_____/_____
Supervisor   Dept. Head