

ROSE-HULMAN INSTITUTE OF TECHNOLOGY

STUDENT PAYROLL TIMESHEET

STUDENT'S NAME _____ POSITION # _____
(please print)

STUDENT ID # _____ BOX # _____

BUDGET ACCOUNT NUMBER _____ - _____ - _____
(Fund) (Organization) (Account) choose one below
(5815 - Undergraduate)
(5825 - Graduate)

PAY PERIOD BEGINNING _____ AND ENDING _____
(see schedule on reverse side for pay period beginning and ending dates)

FIRST WEEK
ENDING DATE:

SECOND WEEK
ENDING DATE:

Sunday		Sunday		Computation of Hours <i>Hours are computed in 15 minute increments and entered as decimals, e.g.</i> 15 minutes = .25 30 minutes = .50 45 minutes = .75
Monday		Monday		
Tuesday		Tuesday		
Wednesday		Wednesday		
Thursday		Thursday		
Friday		Friday		
Saturday		Saturday		
TOTAL		TOTAL		GRAND TOTAL

STUDENT'S SIGNATURE
 (I certify that the above is a true statement of hours worked by me for the period indicated)

DATE _____

SUPERVISOR'S SIGNATURE
 (I certify that the above is a true statement of hours worked by this student)

DATE _____

SUPERVISOR'S PRINTED NAME

BUDGET MANAGER'S SUPERVISOR
 (I authorize the payments of these wages as indicated)

DATE _____

2011 - 2012 STUDENT PAY SCHEDULE

PAY # (calendar)	PAY PERIOD BEGINNING	PAY PERIOD ENDING	ELECTRONIC TIME- SHEETS TO BE SUBMITTED BY	SUPERVISOR APPROVAL DUE BY	PAY DATE
13	06/05/11	06/18/11	06/23/11	06/24/11	07/01/11
14	06/19/11	07/02/11	07/07/11	07/08/11	07/15/11
15	07/03/11	07/16/11	07/21/11	07/22/11	07/29/11
16	07/17/11	07/30/11	08/04/11	08/05/11	08/12/11
17	07/31/11	08/13/11	08/18/11	08/19/11	08/26/11
18	08/14/11	08/27/11	09/01/11	09/02/11	09/09/11
19	08/28/11	09/10/11	09/15/11	09/16/11	09/23/11
20	09/11/11	09/24/11	09/29/11	09/30/11	10/07/11
21	09/25/11	10/08/11	10/13/11	10/14/11	10/21/11
22	10/09/11	10/22/11	10/27/11	10/28/11	11/04/11
23	10/23/11	11/05/11	11/10/11	11/11/11	11/18/11
24	11/06/11	11/19/11	11/22/11	11/23/11*	12/02/11
25	11/20/11	12/03/11	12/08/11	12/09/11	12/16/11
26	12/04/11	12/14/11*	12/15/11	12/16/11	12/30/11
1	12/15/11*	12/31/11	01/05/12	01/06/12	01/13/12
2	01/01/12	01/14/12	01/19/12	01/20/12	01/27/12
3	01/15/12	01/28/12	02/02/12	02/03/12	02/10/12
4	01/29/12	02/11/12	02/16/12	02/17/12	02/24/12
5	02/12/12	02/25/12	03/01/12	03/02/12	03/09/12
6	02/26/12	03/10/12	03/15/12	03/16/12	03/23/12
7	03/11/12	03/24/12	03/29/12	03/30/12	04/06/12
8	03/25/12	04/07/12	04/12/12	04/13/12	04/20/12
9	04/08/12	04/21/12	04/26/12	04/27/12	05/04/12
10	04/22/12	05/05/12	05/10/12	05/11/12	05/18/12
11	05/06/12	05/19/12	05/24/12	05/25/12	06/01/12
12	05/20/12	06/02/12	06/07/12	06/08/12	06/15/12

* Changes in pay schedule