

# UNIVERSITY OF DETROIT MERCY STUDENT EMPLOYEE TIMESHEET

Work Study \_\_\_\_ Non-Work Study \_\_\_\_ Off-Campus \_\_\_\_

Student Name \_\_\_\_\_  
Please Print      Last                                      First                                      MI

Student Signature \_\_\_\_\_ Student ID # \_\_\_\_\_

**STUDENT:** Use exact times when signing in and out each day and time you work. Total your hours each day in the far-right column. Round total hours for each period to the nearest quarter-hour. **NOTE :** **FALSIFICATION OF TIMESHEETS IS CAUSE FOR DISMISSAL FROM THE STUDENT EMPLOYMENT PROGRAM.**

WEEK ONE						
DATE	DAY	TIME IN	TIME OUT	TIME IN	TIME OUT	DAILY HOURS
	SAT					
	SUN					
	MON					
	TUE					
	WED					
	THU					
	FRI					
SUB TOTAL						

WEEK TWO						
DATE	DAY	TIME IN	TIME OUT	TIME IN	TIME OUT	DAILY HOURS
	SAT					
	SUN					
	MON					
	TUE					
	WED					
	THU					
	FRI					
SUB TOTAL						

\_\_\_\_\_  
SUPERVISOR NAME PRINT                                      TOTAL HOURS     

\_\_\_\_\_  
SUPERVISOR SIGNATURE                                      DEPARTMENT

PAY PERIOD END DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_      ACCOUNT # \_\_\_\_\_

WAS THE WORK PERFORMED SATISFACTORILY?      YES      NO

**SUPERVISOR:** Students should submit the signed/completed timesheets every other Friday (payday) by 5pm. Timesheets must be in alpha order, placed in a sealed envelope by the Supervisor and should be hand delivered to the Financial Aid Office. **DO NOT MAIL.**  
(Rev 1/2011)