

Student Name							Time Keeping org/dept	
Pay period Dates		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Time								
8:00 AM								
8:15 AM								
8:30 AM								
8:45 AM								
9:00 AM								
9:15 AM								
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4:15 PM								
4:30 PM								
4:45 PM								
5:00 PM								
Total Hours Day								
Student Initials Daily								Weekly Hours
Supervisor Initials Daily								
Student Signature								
Supervisor Signature								