

**Arkansas Tech University
Student Timesheet**

Pay Period: _____

T #: _____

Name: _____

Position: _____

| | Date | # hrs | Comments |
|-----------|------|-------|----------|
| Sunday | / / | hrs | |
| Monday | / / | hrs | |
| Tuesday | / / | hrs | |
| Wednesday | / / | hrs | |
| Thursday | / / | hrs | |
| Friday | / / | hrs | |
| Saturday | / / | hrs | |

Total for Week: _____

| | | | |
|-----------|-----|-----|--|
| Sunday | / / | hrs | |
| Monday | / / | hrs | |
| Tuesday | / / | hrs | |
| Wednesday | / / | hrs | |
| Thursday | / / | hrs | |
| Friday | / / | hrs | |
| Saturday | / / | hrs | |

Total for Week: _____

| | | | |
|-----------|-----|-----|--|
| Sunday | / / | hrs | |
| Monday | / / | hrs | |
| Tuesday | / / | hrs | |
| Wednesday | / / | hrs | |
| Thursday | / / | hrs | |
| Friday | / / | hrs | |
| Saturday | / / | hrs | |

Total for Week: _____

| | | | |
|-----------|-----|-----|--|
| Sunday | / / | hrs | |
| Monday | / / | hrs | |
| Tuesday | / / | hrs | |
| Wednesday | / / | hrs | |
| Thursday | / / | hrs | |
| Friday | / / | hrs | |
| Saturday | / / | hrs | |

Total for Week: _____

| | | | |
|-----------|-----|-----|--|
| Sunday | / / | hrs | |
| Monday | / / | hrs | |
| Tuesday | / / | hrs | |
| Wednesday | / / | hrs | |
| Thursday | / / | hrs | |
| Friday | / / | hrs | |
| Saturday | / / | hrs | |

Total for Week: _____

Total Hrs: _____

Rate of Pay: X _____

Total Pay: _____

I certify that this record is correct, that the work was performed in a satisfactory manner, and the payment should be made.

Dept: _____

Student Signature

1st Approver

Dept. Head

Failure to submit timesheet using Web Time Entry may result in the student's check being delayed. This form must be brought to the Payroll Office or emailed by the supervisor to receive payment for hours not submitted on WTE.

Reason WTE was not used:

