Arkansas Tech University Student Timesheet

				Pay Period:
Т#:	Name:			Position #:
	Date	# hrs	Comments	Dept:
Sunday	/ /	hrs		
Monday	/ /	hrs		Total Hrs:
Tuesday	/ /	hrs		
Wednesday	/ /	hrs		Rate of Pay: X
Thursday	/ /	hrs		
Friday	/ /	hrs		Total Pay:
Saturday	/ /	hrs		
Tota	l for Week:			I certify that this record is
Sunday	/ /	hrs		correct, that the work was
Monday	/ /	hrs		performed in a satisfactory
Tuesday	/ /	hrs		manner, and the payment
Wednesday	/ /	hrs		should be made.
Thursday	/ /	hrs		
Friday	/ /	hrs		
Saturday	/ /	hrs		Student Signature
Tota	l for Week:			
Sunday	/ /	hrs		
Monday	/ /	hrs		1st Approver
Tuesday	/ /	hrs		
Wednesday	/ /	hrs		
Thursday	/ /	hrs		Dept. Head
Friday	/ /	hrs		
Saturday	/ /	hrs		
Tota	l for Week:			Date Submitted
Sunday	/ /	hrs		
Monday	/ /	hrs		Failure to submit timesheet
Tuesday	/ /	hrs		using Web Time Entry may result
Wednesday	/ /	hrs		in the student's check being
Thursday	/ /	hrs		delayed. This form must be
Friday	/ /	hrs		brought to the Payroll
Saturday	/ /	hrs		Office or emailed by the
Tota	l for Week:			supervisor to receive payment
Sunday	/ /	hrs		for hours not submitted on WTE.
Monday	/ /	hrs		
Tuesday	/ /	hrs		Reason WTE was not used:
Wednesday	/ /	hrs		
Thursday	/ /	hrs		
Friday	/ /	hrs		
Saturday	/ /	hrs		
Total	l for Week:			