

**Arkansas Tech University
Student Timesheet**

Pay Period: _____

T #: _____

Name: _____

Position #: _____

Dept: _____

	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.

Student Signature

1st Approver

Dept. Head

Date Submitted

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:
