

MOTT COMMUNITY COLLEGE, STUDENT EMPLOYMENT BI-WEEKLY TIME SHEET

NAME: _____
 STUDENT ID # _____

DEPARTMENT: _____
 PAYROLL ENDING DATE: _____

| | DATE | HOURS WORKED A.M. | | | HOURS WORKED P.M. | | | ACTUAL DAILY TIME | |
|---------------------------|------|-------------------|-----|----------|-------------------|-----|----------|-------------------|---------|
| | | IN | OUT | AM HOURS | IN | OUT | PM HOURS | HOURS | MINUTES |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| FIRST WEEK TOTAL: | | | | | | | | | |
| | DATE | IN | OUT | AM HOURS | IN | OUT | PM HOURS | HOURS | MINUTES |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| SECOND WEEK TOTAL: | | | | | | | | | |

I certify that the above information is correct and that I am currently enrolled for _____ credit hours for the _____ semester.

Student's Signature: _____ **Date:** _____ **Supervisor's Signature:** _____ **Date:** _____

Note: Student must verify current credit hours and semester before signing; minimum is 3 credits for Spring or Summer and 6 credits for Fall or Winter.

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| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
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I certify that the above information is correct and that I am currently enrolled for _____ credit hours for the _____ semester.

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