

SOUTHEASTERN LOUISIANA UNIVERSITY - STUDENT TIME SHEET

Student's LAST name	FIRST	M.I.	Month Worked
Budget Unit Name (Department)	Phone Number		Empl ID
Supervisor's Signature			Employee Signature

This Timesheet must be completed in INK. Round hours to the nearest quarter hour.
Submit to the Payroll Office in the Financial Aid Building (Bldg A) Room 105 no later than 10:00am on the 1st of the month.
Checks will be issued from the Payroll Office on the 7th of each month.

F		DATE	In	Out	In	Out	In	Out	Total Hours
	Sunday								
	Monday								
I									
	Tuesday								
R									
	Wednesday								
S									
	Thursday								
E									
	Friday								
T									
	Saturday								

S		DATE	In	Out	In	Out	In	Out	Total Hours
	Sunday								
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	Tuesday								
C									
	Wednesday								
O									
	Thursday								
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	Saturday								

T		DATE	In	Out	In	Out	In	Out	Total Hours
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F		DATE	In	Out	In	Out	In	Out	Total Hours
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