

**Student Previous Period Time Sheet**

Please check one box to indicate pay period that hours were worked.  
 Complete one time sheet for each pay period/position:

Hours submitted on this timesheet  
 will be processed on the next available  
 payroll run.

	P/R use				
	ST 1 b	12/26/2021	to	1/8/2022	
	ST 2 c	1/9/2022	to	1/22/2022	
	ST 3 d	1/23/2022	to	2/5/2022	
	ST 4 e	2/6/2022	to	2/19/2022	
	ST 5 f	2/20/2022	to	3/5/2022	
	ST 6 g	3/6/2022	to	3/19/2022	
	ST 7 h	3/20/2022	to	4/2/2022	
	ST 8 i	4/3/2022	to	4/16/2022	
	ST 9 j	4/17/2022	to	4/30/2022	
	ST 10 k	5/1/2022	to	5/14/2022	
	ST 11 l	5/15/2022	to	5/28/2022	
	ST 12 m	5/29/2022	to	6/11/2022	
	ST 13 n	6/12/2022	to	6/25/2022	

	P/R use				
	ST 14 o	6/26/2022	to	7/9/2022	
	ST 15 p	7/10/2022	to	7/23/2022	
	ST 16 q	7/24/2022	to	8/6/2022	
	ST 17 r	8/7/2022	to	8/20/2022	
	ST 18 s	8/21/2022	to	9/3/2022	
	ST 19 t	9/4/2022	to	9/17/2022	
	ST 20 u	9/18/2022	to	10/1/2022	
	ST 21 v	10/2/2022	to	10/15/2022	
	ST 22 w	10/16/2022	to	10/29/2022	
	ST 23 x	10/30/2022	to	11/12/2022	
	ST 24 y	11/13/2022	to	11/26/2022	
	ST 25 z	11/27/2022	to	12/10/2022	
	ST 26 a	12/11/2022	to	12/24/2022	

Please enter your "In" and "Out" times and total # of hours in the fields below:

**Week One**

	In	Out	Total hrs
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
week ending date			

**Week Two**

	In	Out	Total hrs
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
week ending date			

TOTAL HRS

**Declaration (please initial)**

\_\_\_\_\_ I declare that the hours submitted are a true representation of the number of hours and the dates worked, and that I have reviewed previous timesheets on BannerWeb to ensure that the hours submitted on this sheet are not duplicates of hours already processed.

Employee UR ID \_\_\_\_\_

Position Title: \_\_\_\_\_

Position Hrly Rate \_\_\_\_\_

Position Dept/Index: \_\_\_\_\_

Printed Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Printed Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_