

# CALVIN THEOLOGICAL SEMINARY

*A community of faith. A center of learning. A life ministry*

## Student Bi-weekly Timesheet - Submit on Friday to supervisor

Job Code: \_\_\_\_\_

Regular Hours	Overtime Hours

Name: \_\_\_\_\_

Position Worked: \_\_\_\_\_

Period Ending Date: \_\_\_\_\_

Week One						
Day	Date	In	Out	In	Out	Hours Worked
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Total Regular Hours:						

Week Two						
Day	Date	In	Out	In	Out	Hours Worked
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Total Regular Hours:						

I hereby certify that this timecard is a true statement of the hours worked by this student and that the work has been completed in a satisfactory manner.

Charge account number: \_\_\_\_\_

Dept. Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_