

Name (please print) _____ Type of Work _____ Week Ending _____

Date	Time In	Lunch		Time Out	# of Hours Worked
		Time Out	Time In		
				Total Hours:	

Time sheets must be turned into the business office on a weekly basis. Time sheets must be filled out in **INK** and totaled. Actual Time In and Time Out must be on time sheet. You must complete all necessary paperwork before payment will be made.

I certify the the above hours are accurate.

Student Signature

Supervisor Signature

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