

**PIEDMONT COMMUNITY COLLEGE**  
***Student Employee Time Sheet***

Student Name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
(First) (Middle) (Last)

Student ID Number \_\_\_\_\_ Department of Employment \_\_\_\_\_

**\*Instructions: Record hours to nearest 1/4 hour as listed below.**

**0-15 minutes = .25 16-30 minutes = .50 31-45 minutes = .75 46-59 minutes = 1 hour**

<i>List Your Class Schedule</i>						
Class Prefix(es)&No.(s) Mon.- Fri.	Time (Start)	(End)	(Start)	(End)	(Start)	(End)

Year 1 2 3 4	DATE	MORNING		AFTERNOON		HOURS WORKED	WEEKLY TOTAL
		TIME IN	TIME OUT	TIME IN	TIME OUT		
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
<b>CUMULATIVE TOTAL</b>							

I certify that (student's name) \_\_\_\_\_  
has not worked during any scheduled classes and this is a true reflection of actual hours worked.  
Student's Signature \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_