



**BIWEEKLY STUDENT EMPLOYEE TIMESHEET**

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

LSU ID#: \_\_\_\_\_

Department: \_\_\_\_\_

Account #: \_\_\_\_\_

Pay Period: Start \_\_\_\_\_

End \_\_\_\_\_

Week #1			
Day of Week Date	Sign-in	Sign-out	Hours
Saturday ___/___/___			
Sunday ___/___/___			
Monday ___/___/___			
Tuesday ___/___/___			
Wednesday ___/___/___			
Thursday ___/___/___			
Friday ___/___/___			
Week #1 - Total Hours			

Week #2			
Day of Week Date	Sign-in	Sign-out	Hours
Saturday ___/___/___			
Sunday ___/___/___			
Monday ___/___/___			
Tuesday ___/___/___			
Wednesday ___/___/___			
Thursday ___/___/___			
Friday ___/___/___			
Week #2 - Total Hours			

\* Time(s) should be listed in actual time in and out. Students may work in 1/2 hour increments. Example: 8:30 am - 10:00 am  
Hours should be listed in decimals. Example: 1 1/2 hours = 1.5

I certify that I have worked the hours indicated above which do not conflict with times I am scheduled for a course or exam.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I certify that this student has worked the hours indicated above in a satisfactory manner.

\_\_\_\_\_  
Supervisor / Department Head Signature

\_\_\_\_\_  
Date

Financial Aid Office Use Only: Payroll Submission Complete (Initials) _____	Total Hours: _____
---	--------------------