

## Student Employee Timesheet Leadsheet

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**Department Name:** \_\_\_\_\_

**Contact Person & Ext:** \_\_\_\_\_

*INSTRUCTIONS:*

**Pay Period:** \_\_\_\_\_ Enter the Pay Period Dates from the Student Payroll Schedule

**Pay Date:** \_\_\_\_\_ Enter the appropriate Pay Date

**Student Employees Submitted for Processing:**

Student #1 \_\_\_\_\_ Enter the Student Employee's full name

Student #2 \_\_\_\_\_

Student #3 \_\_\_\_\_

Student #4 \_\_\_\_\_

Student #5 \_\_\_\_\_

Student #6 \_\_\_\_\_

Student #7 \_\_\_\_\_

Student #8 \_\_\_\_\_

**College Work Study Submitted for Processing:**

College Work Study #1 \_\_\_\_\_ Enter the College Work Study Student's full name

College Work Study #2 \_\_\_\_\_

College Work Study #3 \_\_\_\_\_

College Work Study #4 \_\_\_\_\_

College Work Study #5 \_\_\_\_\_

College Work Study #6 \_\_\_\_\_

College Work Study #7 \_\_\_\_\_

College Work Study #8 \_\_\_\_\_