

PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025

**THE UNIVERSITY OF CONNECTICUT
STUDENT PAYROLL-TIMESHEET**

Pay Period: 08-23-24 to 09-05-24

Print Student Name

Student Signature

	A.M.				P.M.				Daily Total Hours
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
FRI 08-23-24									
SAT 08-24-24									
SUN 08-25-24									
MON 08-26-24									
TUE 08-27-24									
WED 08-28-24									
THU 08-29-24									() TOTAL WEEK ONE
FRI 08-30-24									
SAT 08-31-24									
SUN 09-01-24									
MON 09-02-24									
TUE 09-03-24									
WED 09-04-24									
THU 09-05-24									() TOTAL WEEK TWO

Remarks:

Signature: Department Head or Supervisor

**TOTAL HOURS
FOR PERIOD**

NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-5098) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES ATTN: STUDENT EMPLOYMENT, 233 GLENBROOK ROAD, U-4116, STORRS, CT 06269-4116
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the student's home address if the student is not enrolled in Direct Deposit. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET	A.M.				P.M.				Daily Total Hours		
	IN	OUT	IN	OUT	IN	OUT	IN	OUT			
Pay Period: 09-06-24 to 09-19-24 <hr/> Print Student Name <hr/> Student Signature	FRI	09-06-24									
	SAT	09-07-24									
	SUN	09-08-24									
	MON	09-09-24									
	TUE	09-10-24									
	WED	09-11-24									
	THU	09-12-24									() TOTAL WEEK ONE
Remarks: <hr/> Signature: Department Head or Supervisor	FRI	09-13-24									
	SAT	09-14-24									
	SUN	09-15-24									
	MON	09-16-24									
	TUE	09-17-24									
	WED	09-18-24									
	THU	09-19-24									() TOTAL WEEK TWO
										TOTAL HOURS FOR PERIOD	

NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.

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PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025

THE UNIVERSITY OF CONNECTICUT
STUDENT PAYROLL-TIMESHEET

Pay Period: 09-20-24 to 10-03-24

Print Student Name

Student Signature

Remarks:

Signature: Department Head or Supervisor

	A.M.				P.M.				Daily Total Hours
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
FRI 09-20-24									
SAT 09-21-24									
SUN 09-22-24									
MON 09-23-24									
TUE 09-24-24									
WED 09-25-24									
THU 09-26-24									() TOTAL WEEK ONE
FRI 09-27-24									
SAT 09-28-24									
SUN 09-29-24									
MON 09-30-24									
TUE 10-01-24									
WED 10-02-24									
THU 10-03-24									() TOTAL WEEK TWO
									TOTAL HOURS FOR PERIOD

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PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025

**THE UNIVERSITY OF CONNECTICUT
STUDENT PAYROLL-TIMESHEET**

Pay Period: 10-04-24 to 10-17-24

Print Student Name

Student Signature

Remarks:

Signature: Department Head or Supervisor

	A.M.				P.M.				Daily Total Hours
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
FRI 10-04-24									
SAT 10-05-24									
SUN 10-06-24									
MON 10-07-24									
TUE 10-08-24									
WED 10-09-24									
THU 10-10-24									() TOTAL WEEK ONE
FRI 10-11-24									
SAT 10-12-24									
SUN 10-13-24									
MON 10-14-24									
TUE 10-15-24									
WED 10-16-24									
THU 10-17-24									() TOTAL WEEK TWO

**TOTAL HOURS
FOR PERIOD**

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PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025

	A.M.				P.M.				Daily Total Hours	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET	FRI	10-18-24								
	SAT	10-19-24								
Pay Period: 10-18-24 to 10-31-24	SUN	10-20-24								
_____	MON	10-21-24								
Print Student Name	TUE	10-22-24								
_____	WED	10-23-24								
Student Signature	THU	10-24-24								() TOTAL WEEK ONE
Remarks:	FRI	10-25-24								
	SAT	10-26-24								
	SUN	10-27-24								
	MON	10-28-24								
	TUE	10-29-24								
	WED	10-30-24								
	THU	10-31-24								() TOTAL WEEK TWO
Signature: Department Head or Supervisor	TOTAL HOURS FOR PERIOD									

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THE UNIVERSITY OF CONNECTICUT
STUDENT PAYROLL-TIMESHEET

Pay Period: 11-01-24 to 11-14-24

Print Student Name

Student Signature

Remarks:

Signature: Department Head or Supervisor

	A.M.				P.M.				Daily Total Hours
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
FRI 11-01-24									
SAT 11-02-24									
SUN 11-03-24									
MON 11-04-24									
TUE 11-05-24									
WED 11-06-24									
THU 11-07-24									() TOTAL WEEK ONE
FRI 11-08-24									
SAT 11-09-24									
SUN 11-10-24									
MON 11-11-24									
TUE 11-12-24									
WED 11-13-24									
THU 11-14-24									() TOTAL WEEK TWO
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	A.M.				P.M.				Daily Total Hours	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET	FRI	11-15-24								
	SAT	11-16-24								
Pay Period: 11-15-24 to 11-28-24	SUN	11-17-24								
_____	MON	11-18-24								
Print Student Name	TUE	11-19-24								
_____	WED	11-20-24								
Student Signature	THU	11-21-24								() TOTAL WEEK ONE
Remarks:	FRI	11-22-24								
	SAT	11-23-24								
	SUN	11-24-24								
	MON	11-25-24								
	TUE	11-26-24								
	WED	11-27-24								
	THU	11-28-24								() TOTAL WEEK TWO
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD

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		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 11-29-24 to 12-12-24 <hr/> Print Student Name <hr/> Student Signature	FRI 11-29-24									
	SAT 11-30-24									
	SUN 12-01-24									
	MON 12-02-24									
	TUE 12-03-24									
	WED 12-04-24									
	THU 12-05-24									() TOTAL WEEK ONE
Remarks:	FRI 12-06-24									
	SAT 12-07-24									
	SUN 12-08-24									
	MON 12-09-24									
	TUE 12-10-24									
	WED 12-11-24									
	THU 12-12-24									() TOTAL WEEK TWO
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD

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	IN	OUT	IN	OUT	IN	OUT	IN	OUT			
Pay Period: 12-13-24 to 12-26-24 <hr/> Print Student Name <hr/> Student Signature	FRI	12-13-24									
	SAT	12-14-24									
	SUN	12-15-24									
	MON	12-16-24									
	TUE	12-17-24									
	WED	12-18-24									
	THU	12-19-24									() TOTAL WEEK ONE
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	SAT	12-21-24									
	SUN	12-22-24									
	MON	12-23-24									
	TUE	12-24-24									
	WED	12-25-24									
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Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD	

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		IN	OUT	IN	OUT		IN	OUT			
Pay Period: 12-27-24 to 01-09-25 <hr/> Print Student Name <hr/> Student Signature	FRI	12-27-24									
	SAT	12-28-24									
	SUN	12-29-24									
	MON	12-30-24									
	TUE	12-31-24									
	WED	01-01-25									
	THU	01-02-25									() TOTAL WEEK ONE
Remarks:	FRI	01-03-25									
	SAT	01-04-25									
	SUN	01-05-25									
	MON	01-06-25									
	TUE	01-07-25									
	WED	01-08-25									
	THU	01-09-25									() TOTAL WEEK TWO
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD	

NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.

1. **RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
2. **GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-5098) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
3. **WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
4. **MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES ATTN: STUDENT EMPLOYMENT, 233 GLENBROOK ROAD, U-4116, STORRS, CT 06269-4116
5. **RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the student's home address if the student is not enrolled in Direct Deposit. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025

THE UNIVERSITY OF CONNECTICUT
STUDENT PAYROLL-TIMESHEET

Pay Period: 01-10-25 to 01-23-25

Print Student Name

Student Signature

Remarks:

Signature: Department Head or Supervisor

	A.M.				P.M.				Daily Total Hours
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
FRI 01-10-25									
SAT 01-11-25									
SUN 01-12-25									
MON 01-13-25									
TUE 01-14-25									
WED 01-15-25									
THU 01-16-25									() TOTAL WEEK ONE
FRI 01-17-25									
SAT 01-18-25									
SUN 01-19-25									
MON 01-20-25									
TUE 01-21-25									
WED 01-22-25									
THU 01-23-25									() TOTAL WEEK TWO
									TOTAL HOURS FOR PERIOD

NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
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- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES ATTN: STUDENT EMPLOYMENT, 233 GLENBROOK ROAD, U-4116, STORRS, CT 06269-4116
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PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025

**THE UNIVERSITY OF CONNECTICUT
STUDENT PAYROLL-TIMESHEET**

Pay Period: 01-24-25 to 02-06-25

Print Student Name

Student Signature

Remarks:

Signature: Department Head or Supervisor

	A.M.				P.M.				Daily Total Hours
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
FRI 01-24-25									
SAT 01-25-25									
SUN 01-26-25									
MON 01-27-25									
TUE 01-28-25									
WED 01-29-25									
THU 01-30-25									() TOTAL WEEK ONE
FRI 01-31-25									
SAT 02-01-25									
SUN 02-02-25									
MON 02-03-25									
TUE 02-04-25									
WED 02-05-25									
THU 02-06-25									() TOTAL WEEK TWO
									TOTAL HOURS FOR PERIOD

NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
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PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET	A.M.				P.M.				Daily Total Hours	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
Pay Period: 02-07-25 to 02-20-25 <hr/> Print Student Name <hr/> Student Signature	FRI	02-07-25								
	SAT	02-08-25								
	SUN	02-09-25								
	MON	02-10-25								
	TUE	02-11-25								
	WED	02-12-25								
	THU	02-13-25								() TOTAL WEEK ONE
Remarks:	FRI	02-14-25								
	SAT	02-15-25								
	SUN	02-16-25								
	MON	02-17-25								
	TUE	02-18-25								
	WED	02-19-25								
	THU	02-20-25								() TOTAL WEEK TWO
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD

NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.

1. **RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
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PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025

THE UNIVERSITY OF CONNECTICUT
STUDENT PAYROLL-TIMESHEET

Pay Period: 02-21-25 to 03-06-25

Print Student Name

Student Signature

Remarks:

Signature: Department Head or Supervisor

	A.M.				P.M.				Daily Total Hours
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
FRI 02-21-25									
SAT 02-22-25									
SUN 02-23-25									
MON 02-24-25									
TUE 02-25-25									
WED 02-26-25									
THU 02-27-25									() TOTAL WEEK ONE
FRI 02-28-25									
SAT 03-01-25									
SUN 03-02-25									
MON 03-03-25									
TUE 03-04-25									
WED 03-05-25									
THU 03-06-25									() TOTAL WEEK TWO
									TOTAL HOURS FOR PERIOD

NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
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PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025

**THE UNIVERSITY OF CONNECTICUT
STUDENT PAYROLL-TIMESHEET**

Pay Period: 03-07-25 to 03-20-25

Print Student Name

Student Signature

Remarks:

Signature: Department Head or Supervisor

	A.M.				P.M.				Daily Total Hours
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
FRI 03-07-25									
SAT 03-08-25									
SUN 03-09-25									
MON 03-10-25									
TUE 03-11-25									
WED 03-12-25									
THU 03-13-25									() TOTAL WEEK ONE
FRI 03-14-25									
SAT 03-15-25									
SUN 03-16-25									
MON 03-17-25									
TUE 03-18-25									
WED 03-19-25									
THU 03-20-25									() TOTAL WEEK TWO
									TOTAL HOURS FOR PERIOD

NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.

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PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 03-21-25 to 04-03-25 <hr style="width: 100%;"/> Print Student Name <hr style="width: 100%;"/> Student Signature Remarks: <hr style="width: 100%;"/> Signature: Department Head or Supervisor	FRI	03-21-25								
	SAT	03-22-25								
	SUN	03-23-25								
	MON	03-24-25								
	TUE	03-25-25								
	WED	03-26-25								
	THU	03-27-25								() TOTAL WEEK ONE
	FRI	03-28-25								
	SAT	03-29-25								
	SUN	03-30-25								
	MON	03-31-25								
	TUE	04-01-25								
	WED	04-02-25								
	THU	04-03-25								() TOTAL WEEK TWO
TOTAL HOURS FOR PERIOD										

NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.

1. **RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
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PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET	A.M.				P.M.				Daily Total Hours	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
Pay Period: 04-04-25 to 04-17-25 <hr/> Print Student Name <hr/> Student Signature	FRI	04-04-25								
	SAT	04-05-25								
	SUN	04-06-25								
	MON	04-07-25								
	TUE	04-08-25								
	WED	04-09-25								
	THU	04-10-25								() TOTAL WEEK ONE
Remarks:	FRI	04-11-25								
	SAT	04-12-25								
	SUN	04-13-25								
	MON	04-14-25								
	TUE	04-15-25								
	WED	04-16-25								
	THU	04-17-25								() TOTAL WEEK TWO
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD

NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.

1. **RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
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PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025

**THE UNIVERSITY OF CONNECTICUT
STUDENT PAYROLL-TIMESHEET**

Pay Period: 04-18-25 to 05-01-25

Print Student Name

Student Signature

Remarks:

Signature: Department Head or Supervisor

	A.M.				P.M.				Daily Total Hours
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
FRI 04-18-25									
SAT 04-19-25									
SUN 04-20-25									
MON 04-21-25									
TUE 04-22-25									
WED 04-23-25									
THU 04-24-25									() TOTAL WEEK ONE
FRI 04-25-25									
SAT 04-26-25									
SUN 04-27-25									
MON 04-28-25									
TUE 04-29-25									
WED 04-30-25									
THU 05-01-25									() TOTAL WEEK TWO
									TOTAL HOURS FOR PERIOD

NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.

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