This form must be brought to the Payroll Office to receive payment for hours not submitted on WTE.

Arkansas Tech University
Student Timesheet

Pay Period: _____

T #: _____   **Name:** _____   **Position:** _____

	Date	# hrs	Comments
Sunday	/ /	hrs	
Monday	/ /	hrs	
Tuesday	/ /	hrs	
Wednesday	/ /	hrs	
Thursday	/ /	hrs	
Friday	/ /	hrs	
Saturday	/ /	hrs	
Total for Week:			
Sunday	/ /	hrs	
Monday	/ /	hrs	
Tuesday	/ /	hrs	
Wednesday	/ /	hrs	
Thursday	/ /	hrs	
Friday	/ /	hrs	
Saturday	/ /	hrs	
Total for Week:			
Sunday	/ /	hrs	
Monday	/ /	hrs	
Tuesday	/ /	hrs	
Wednesday	/ /	hrs	
Thursday	/ /	hrs	
Friday	/ /	hrs	
Saturday	/ /	hrs	
Total for Week:			
Sunday	/ /	hrs	
Monday	/ /	hrs	
Tuesday	/ /	hrs	
Wednesday	/ /	hrs	
Thursday	/ /	hrs	
Friday	/ /	hrs	
Saturday	/ /	hrs	
Total for Week:			
Sunday	/ /	hrs	
Monday	/ /	hrs	
Tuesday	/ /	hrs	
Wednesday	/ /	hrs	
Thursday	/ /	hrs	
Friday	/ /	hrs	
Saturday	/ /	hrs	
Total for Week:			

Total Hrs: _____

Rate of Pay: x _____

Total Pay: _____

I certify that this record is correct, that the work was performed in a satisfactory manner, and the payment should be made.

Dept: _____

_____
Student Signature

_____
1st Approver

_____
Dept. Head

Failure to submit timesheet using Web Time Entry will result in the student's check being delayed.

Reason WTE was not used:

_____
_____
_____
_____
_____
_____