BATES COLLEGE STUDENT TIME SHEET

*Please Print Information* Pay Period Ending Date: ________

Student I.D. #: ___________________ Student’s Name: (Print) ___________________
Position #: (Example: S99978) ___________ Job Title: __________________________

For position # and job title use the official position number and job title listed on your Garnet Gateway account.

Please Note: Student pay periods start on Sunday and end on Saturday.

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**SUPERVISOR AND EMPLOYEE SIGNATURES ARE REQUIRED BY LAW**

Student’s Signature: ___________________________ Total # of hours: _______ Date: ____________
Supervisor’s Signature: ________________________ Print Name: __________________________

This time sheet is ONLY to be used to record hours for previously missed pay periods. It is not a substitute for Web Time Entry. All Students are required to use Web Time Entry on the Garnet Gateway. For more information contact the Payroll Office at 215 College Street.