

## 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.**

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total Hours
Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Total hours for week one:
Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Total hours for week two:

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

Student's Signature: \_\_\_\_\_

Total # of hours: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Print Name : \_\_\_\_\_  
(Supervisor)

**All Students are required to use Web Time Entry on Garnet Gateway under the Employee Tab.**

**Please advise as to why you are submitting your time sheet in paper.**

Are you able to access your Employee Tab on Garnet Gateway? (Circle One)      YES              NO

If your Employee Tab is available please advise as to why you have not submitted this time sheet electronically:

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**Failure to submit it electronically may result in termination of your job.**

**Date Submitted:** \_\_\_\_\_

For more information please contact the Payroll Office at 215 College Street.