

Bates

Student Employment Timesheet

Employee's Name: _____ Bates I.D.#: _____

Position #: _____ Job Title: _____
(Example: S99978)

Note: Student pay periods start on Sunday & end on Saturday.

▶ Pay Period Begin Date: _____ **Pay Period End Date:** _____ (Refer to Page 2 for Pay Period Dates)

Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours for Week 1
Date:								
Hours Worked:								

Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours for Week 2
Date:								
Hours Worked:								

Supervisor's Signature: _____ Print Name: _____ Date: _____	Combined Total:	
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All students are required to use Web Time Entry on Garnet Gateway under the Employee Tab to submit their timesheets electronically.

If your job isn't listed on Garnet Gateway & you cannot see your timesheet please check here:

If your job is listed please advise as to why you are submitting a paper time sheet:

For more information please contact the Payroll Office at seo@bates.edu.

SUPERVISOR & EMPLOYEE SIGNATURES ARE REQUIRED BY LAW.	
Employee's Signature: _____ Date: _____	

Date Submitted: _____

STUDENT PAYROLL CALENDAR 2019

Pay Number BS	Pay Period Beginning	Pay Period End	Check Date Student
1	12/23/2018	01/05/2019	01/11/2019
2	01/06/2019	01/19/2019	01/25/2019
3	01/20/2019	02/02/2019	02/08/2019
4	02/03/2019	02/16/2019	02/22/2019
5	02/17/2019	03/02/2019	03/08/2019
6	03/03/2019	03/16/2019	03/22/2019
7	03/17/2019	03/30/2019	04/05/2019
8	03/31/2019	04/13/2019	04/19/2019
9	04/14/2019	04/27/2019	05/03/2019
10	04/28/2019	05/11/2019	05/17/2019
11	05/12/2019	05/25/2019	05/31/2019
12	05/26/2019	06/08/2019	06/14/2019
13	06/09/2019	06/22/2019	06/28/2019
14	06/23/2019	07/06/2019	07/12/2019
15	07/07/2019	07/20/2019	07/26/2019
16	07/21/2019	08/03/2019	08/09/2019
17	08/04/2019	08/17/2019	08/23/2019
18	08/18/2019	08/31/2019	09/06/2019
19	09/01/2019	09/14/2019	09/20/2019
20	09/15/2019	09/28/2019	10/04/2019
21	09/29/2019	10/12/2019	10/18/2019
22	10/13/2019	10/26/2019	11/01/2019
23	10/27/2019	11/09/2019	11/15/2019
24	11/10/2019	11/23/2019	11/29/2019
25	11/24/2019	12/07/2019	12/13/2019
26	12/08/2019	12/21/2019	12/27/2019
1	12/22/2019	01/04/2020	01/10/2020