

Bates

Student Employment Timesheet

Student's Name: _____ Bates I.D.#: _____
(Not Your Nickname)

Position #: _____ Job Title: _____
(See Garnet Gateway - Example: S99978)

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

▶ Pay Period End Date: _____ Pay Period Begin 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:
--	------------------------

All students are required to use Web Time Entry on Garnet Gateway under the Employee Tab to submit their timesheets electronically.

If you complete a paper timesheet more than 3 times (per job) in an academic year, you are subject to termination.

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

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:

Student's Signature: _____ Date: _____ ***SUPERVISOR & STUDENT SIGNATURES ARE REQUIRED BY LAW.***
--

Date Submitted: _____

2020 Student Payroll Calendar

Pay Period Begin Date	Pay Period End Date	Timesheet Deadline	Pay Date
12/22/2019	01/04/2020	01/04/2020 @ 11:59:00 PM	01/10/2020
01/05/2020	01/18/2020	01/18/2020 @ 11:59:00 PM	01/24/2020
01/19/2020	02/01/2020	02/01/2020 @ 11:59:00 PM	02/07/2020
02/02/2020	02/15/2020	02/15/2020 @ 11:59:00 PM	02/21/2020
02/16/2020	02/29/2020	02/29/2020 @ 11:59:00 PM	03/06/2020
03/01/2020	03/14/2020	03/14/2020 @ 11:59:00 PM	03/20/2020
03/15/2020	03/28/2020	03/28/2020 @ 11:59:00 PM	04/03/2020
03/29/2020	04/11/2020	04/11/2020 @ 11:59:00 PM	04/17/2020
04/12/2020	04/25/2020	04/25/2020 @ 11:59:00 PM	05/01/2020
04/26/2020	05/09/2020	05/09/2020 @ 11:59:00 PM	05/15/2020
05/10/2020	05/23/2020	05/23/2020 @ 11:59:00 PM	05/29/2020
05/24/2020	06/06/2020	06/06/2020 @ 11:59:00 PM	06/12/2020
06/07/2020	06/20/2020	06/20/2020 @ 11:59:00 PM	06/26/2020
06/21/2020	07/04/2020	07/04/2020 @ 11:59:00 PM	07/10/2020
07/05/2020	07/18/2020	07/18/2020 @ 11:59:00 PM	07/24/2020
07/19/2020	08/01/2020	08/01/2020 @ 11:59:00 PM	08/07/2020
08/02/2020	08/15/2020	08/15/2020 @ 11:59:00 PM	08/21/2020
08/16/2020	08/29/2020	08/29/2020 @ 11:59:00 PM	09/04/2020
08/30/2020	09/12/2020	09/12/2020 @ 11:59:00 PM	09/18/2020
09/13/2020	09/26/2020	09/26/2020 @ 11:59:00 PM	10/02/2020
09/27/2020	10/10/2020	10/10/2020 @ 11:59:00 PM	10/16/2020
10/11/2020	10/24/2020	10/24/2020 @ 11:59:00 PM	10/30/2020
10/25/2020	11/07/2020	11/07/2020 @ 11:59:00 PM	11/13/2020
11/08/2020	11/21/2020	11/21/2020 @ 11:59:00 PM	11/27/2020
11/22/2020	12/05/2020	12/05/2020 @ 11:59:00 PM	12/11/2020
12/06/2020	12/19/2020	12/19/2020 @ 11:59:00 PM	12/24/2020