

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: _____

Year	Payroll ID	Pay Number	Pay Period Begin Date	Pay Period End Date	Employee Time Entry Start Date	Employee Time Entry End Date	Employee Time Entry End Time	Approver End Date	Approver End Time	Pay Date
2020	BS	1	12/22/2019	1/4/2020	12/22/2019	1/4/2020	11:59:00 PM	1/7/2020	11:59:00 PM	1/10/2020
2020	BS	2	1/5/2020	1/18/2020	1/5/2020	1/18/2020	11:59:00 PM	1/21/2020	11:59:00 PM	1/24/2020
2020	BS	3	1/19/2020	2/1/2020	1/19/2020	2/1/2020	11:59:00 PM	2/4/2020	11:59:00 PM	2/7/2020
2020	BS	4	2/2/2020	2/15/2020	2/4/2020	2/15/2020	11:59:00 PM	2/18/2020	11:59:00 PM	2/21/2020
2020	BS	5	2/16/2020	2/29/2020	2/18/2020	2/29/2020	11:59:00 PM	3/3/2020	11:59:00 PM	3/6/2020
2020	BS	6	3/1/2020	3/14/2020	3/3/2020	3/14/2020	11:59:00 PM	3/17/2020	11:59:00 PM	3/20/2020
2020	BS	7	3/15/2020	3/28/2020	3/17/2020	3/28/2020	11:59:00 PM	3/31/2020	11:59:00 PM	4/3/2020
2020	BS	8	3/29/2020	4/11/2020	3/31/2020	4/11/2020	11:59:00 PM	4/14/2020	11:59:00 PM	4/17/2020
2020	BS	9	4/12/2020	4/25/2020	4/14/2020	4/25/2020	11:59:00 PM	4/28/2020	11:59:00 PM	5/1/2020
2020	BS	10	4/26/2020	5/9/2020	4/28/2020	5/9/2020	11:59:00 PM	5/12/2020	11:59:00 PM	5/15/2020
2020	BS	11	5/10/2020	5/23/2020	5/12/2020	5/23/2020	11:59:00 PM	5/26/2020	11:59:00 PM	5/29/2020
2020	BS	12	5/24/2020	6/6/2020	5/26/2020	6/6/2020	11:59:00 PM	6/9/2020	11:59:00 PM	6/12/2020
2020	BS	13	6/7/2020	6/20/2020	6/9/2020	6/20/2020	11:59:00 PM	6/23/2020	11:59:00 PM	6/26/2020
2020	BS	14	6/21/2020	7/4/2020	6/23/2020	7/4/2020	11:59:00 PM	7/7/2020	11:59:00 PM	7/10/2020
2020	BS	15	7/5/2020	7/18/2020	7/7/2020	7/18/2020	11:59:00 PM	7/21/2020	11:59:00 PM	7/24/2020
2020	BS	16	7/19/2020	8/1/2020	7/21/2020	8/1/2020	11:59:00 PM	8/4/2020	11:59:00 PM	8/7/2020
2020	BS	17	8/2/2020	8/15/2020	8/4/2020	8/15/2020	11:59:00 PM	8/18/2020	11:59:00 PM	8/21/2020
2020	BS	18	8/16/2020	8/29/2020	8/18/2020	8/29/2020	11:59:00 PM	9/1/2020	11:59:00 PM	9/4/2020
2020	BS	19	8/30/2020	9/12/2020	9/1/2020	9/12/2020	11:59:00 PM	9/15/2020	11:59:00 PM	9/18/2020
2020	BS	20	9/13/2020	9/26/2020	9/15/2020	9/26/2020	11:59:00 PM	9/29/2020	11:59:00 PM	10/2/2020
2020	BS	21	9/27/2020	10/10/2020	9/29/2020	10/10/2020	11:59:00 PM	10/13/2020	11:59:00 PM	10/16/2020
2020	BS	22	10/11/2020	10/24/2020	10/13/2020	10/24/2020	11:59:00 PM	10/27/2020	11:59:00 PM	10/30/2020
2020	BS	23	10/25/2020	11/7/2020	10/27/2020	11/7/2020	11:59:00 PM	11/10/2020	11:59:00 PM	11/13/2020
2020	BS	24	11/8/2020	11/21/2020	11/10/2020	11/21/2020	11:59:00 PM	11/24/2020	11:59:00 PM	11/27/2020
2020	BS	25	11/22/2020	12/5/2020	11/24/2020	12/5/2020	11:59:00 PM	12/8/2020	11:59:00 PM	12/11/2020
2020	BS	26	12/6/2020	12/19/2020	12/8/2020	12/19/2020	11:59:00 PM	12/22/2020	11:59:00 PM	12/24/2020