



**Student Time-Sheet 1-15 (HR-17.3)**

Name \_\_\_\_\_

Please print clearly

Department \_\_\_\_\_

**PLEASE RETURN TO PAYROLL BY THE 16th!**

Month	Date	Time Worked				Total
		Start Time	End Time	Start Time	End Time	
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	13					
	14					
	15					
<b>Total Hours</b>						

According to WV state law, any work period over 6 hours must show a minimum 30 minute meal break.

**This pay period WILL BE PAID ON THE 20th of the month.**  
 (If the 20th falls on a weekend or holiday, pay will be issued the business day before)

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_