

NAME: \_\_\_\_\_  
 CWID: \_\_\_\_\_  
 DEPT. CODE: \_\_\_\_\_  
 DATES: Begins 02/02/09 Ends 03/01/09

**LOUISIANA TECH UNIVERSITY**  
**Individual Student Time Report**  
 WINTER QUARTER 2009

# 1241

**TIMESHEETS DUE:**  
**MONDAY, 03/02/09 NOON**

Hourly Pay Rate \_\_\_\_\_

**NOT FOR**  
**FEDERALWORK STUDY PROGRAM**

	SUNDAY			MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY			Total to Nearest 1/10 Hour
	FROM	TO	TOTAL	FROM	TO	TOTAL	FROM	TO	TOTAL	FROM	TO	TOTAL	FROM	TO	TOTAL	FROM	TO	TOTAL	FROM	TO	TOTAL	
1 <sup>ST</sup> WK				2			3			4			5			6			7			
2 <sup>ND</sup> WK	8			9			10			11			12			13			14			
3 <sup>RD</sup> WK	15			16			17			18			19			20			21			
4 <sup>TH</sup> WK	22			23* ***HOLIDAY***			24* ***HOLIDAY***			25			26			27			28			
5 <sup>TH</sup> WK	29																					

**NOTE:**

Record all time to the nearest tenth of the hour.

- 5 min. - 0.1 hr.
- 10 min. - 0.2 hr.
- 15 min. - 0.3 hr.
- 20 min. - 0.3 hr.
- 25 min. - 0.4 hr.
- 30 min. - 0.5 hr.
- 35 min. - 0.6 hr.
- 40 min. - 0.7 hr.
- 45 min. - 0.7 hr.
- 50 min. - 0.8 hr.
- 55 min. - 0.9 hr.

**CHECKS DISBURSED: WEDNESDAY, 03/11/2009**

**TOTAL HOURS WORKED FOR THE ENTIRE PAY PERIOD**

I understand that I may have only one student job on campus. I certify that I personally listed the hours that I have worked during this pay period; that the hours shown are an accurate accounting of the hours worked and that the total of such hours worked is: \_\_\_\_\_

This is to certify that this is an accurate Student Labor Report on the student for whom this timesheet is submitted, for the above pay period, and that the work of that student was performed in a satisfactory manner on an approved work project.

\_\_\_\_\_  
 Student's Signature (in ink)

\_\_\_\_\_  
 mo/day/yr

\_\_\_\_\_  
 Employer's Signature

\_\_\_\_\_  
 mo/day/yr

\_\_\_\_\_  
 Type Work Performed

**\*\*\* Please submit a memo with the student's timesheet if he/she worked during the Mardi Gras Holidays, 02/23/08-02/24/09.\*\*\***