

**STUDENT WORKER MONTHLY TIMESHEET - Department Name** \_\_\_\_\_

NAME \_\_\_\_\_

PAY PERIOD \_\_\_\_\_

Please Print

Month

PAY PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL HRS
WEEK 1						
WEEK 2						
WEEK 3						
WEEK 4						
WEEK 5						

Each Student must submit hours through Self Service Banner to supervisor before 12 noon on the Total Hours for the month  
 Students must also submit approved hours in Banner through the UNA Portal before 3:00pm on the 30th of each month.

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

Signature of Supervisor \_\_\_\_\_