

MONTHLY STUDENT TIME SHEET

MONTH & YEAR OF TIMESHEET

STUDENT JOB TITLE

DEPARTMENT

Current Unit Enrollment

Class Schedule

Please attach a print out of your current class schedule

- Step 1:** Please visit your MyCoyote
- Step 2:** Select "Student Center"
- Step 3:** View weekly schedule and print
- Step 4:** Attach copy to time sheet

I certify that I have worked the number of hours listed and am currently enrolled in the number of units indicated above. I have not worked in excess of 20 hours per week.

 Student's Signature Date

I certify that I have personal knowledge of the correctness of the hours reported above that the work was performed in a satisfactory manner. I also certify hours worked were not in conflict with the attached class schedule.

 Supervisor's Signature Date

 Supervisor's Printed Name Date

 Program Administrator's Signature Date

 Program Administrator's Printed Name Date

NAME OF EMPLOYEE _____
COYOTE ID _____ RATE OF PAY _____

	DATE	TIME IN	TIME OUT	HOURS	TIME IN	TIME OUT	HOURS	TOTAL
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								

WEEKLY TOTAL

	DATE	TIME IN	TIME OUT	HOURS	TIME IN	TIME OUT	HOURS	TOTAL
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								

WEEKLY TOTAL

	DATE	TIME IN	TIME OUT	HOURS	TIME IN	TIME OUT	HOURS	TOTAL
MONDAY								
TUESDAY								
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WEEKLY TOTAL

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WEEKLY TOTAL

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MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								

WEEKLY TOTAL

MONTHLY HOURLY TOTAL

Please annotate the following next to the applicable date(s):

E.E. = Excused Early C.C. = Class Canceled F.W. = Finals Week W.B. = Winter Break S.B. = Spring Break

MONTHLY TOTAL PAY