



Student Weekly Time Sheet

Student Name: _____

Date Pay Week Ends (Sunday): _____

MIT ID number: _____

Position _____

Day	Attendance / Absence Type	Dept.	Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Total Hours			

Attendance Types
Code.....Definition
WORK ...Hours worked

Absence Types
Code.....Definition
HOLI ...Holiday

Comments

Student Signature: _____ Date:_____

Approver's Signature: _____ Date:_____

Note: Original paper time sheets must be kept on file in the department.