

LSU Paul M. Hebert Law Center
Student Employment Time Sheet ⌚ **Research Assistant**

Account No. _____

Voucher No. _____

NAME: _____ **PAY PERIOD** _____ through _____

WEEK #1							WEEK #2						
DAY	DATE	TIME				HOURS WORKED	DAY	DATE	TIME				HOURS WORKED
		IN	OUT	IN	OUT				IN	OUT			
SATURDAY							SATURDAY						
SUNDAY							SUNDAY						
MONDAY							MONDAY						
TUESDAY							TUESDAY						
WEDNESDAY							WEDNESDAY						
THURSDAY							THURSDAY						
FRIDAY							FRIDAY ⌚						
* TOTAL HOURS WORKED WEEK 1							* TOTAL HOURS WORKED WEEK 2						

REMINDER: Type in or use an ink pen when reporting time and signing time sheet.

⌚ Please submit time sheets by **4:00 p.m.!**

REMINDER: Do NOT use correction tape or white out fluid in making corrections.

This is to certify I was present and worked during the hours indicated above.

Thank You!!!!

Student's Signature: _____ Date: _____

I certify this student has performed satisfactory work for the hours represented on this time sheet.



Supervisor's Signature: _____ Date: _____

*** Students are limited to 20 hours a week unless otherwise indicated.**

ETA • HAND VOUCHER