

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: Select "View Full Site"

Step 4: Select "Weekly schedule"

Step 5: Print and 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.

Please annotate the following in the comment box below with applicable date(s) For example: 1/24 EE

EE= Excused Early CC= Class Canceled
 FW= Finals Week WB= Winter Break
 SB= Spring Break AC=Asynchronous

Submit Timesheet CSUSB E-Signature

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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MONDAY								
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WEEKLY TOTAL

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

WEEKLY TOTAL

MONTHLY HOURLY TOTAL

MONTHLY TOTAL PAY