# 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.

**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**

**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*

**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 |  |  |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |  |  |
| WEDNESDAY |  |  |  |  |  |  |  |  |
| THURSDAY |  |  |  |  |  |  |  |  |
| FRIDAY |  |  |  |  |  |  |  |  |
| SATURDAY |  |  |  |  |  |  |  |  |
| | | | | | | **WEEKLY TOTAL** | | |

**MONTHLY HOURLY TOTAL**

**MONTHLY TOTAL PAY**