

**MINERAL AREA COLLEGE
TIMESHEET**

PART-TIME
 WORKSTUDY
MUST check one of the above.
*If you are working in both areas,
submit separate timesheets.*

Employee: _____ SS#: _____
Dept./Program: _____ MO/YR: _____

DAY	DATE	TIME(S) WORKED (Example: 8-12, 1-4)	DAILY HOURS	TOTAL WEEKLY HRS
Sun				
Mon				
Tues				
Wed				
Thurs				
Fri				
Sat				

DAY	DATE	TIME(S) WORKED (Example: 8-12, 1-4)	DAILY HOURS	TOTAL WEEKLY HRS
Sun				
Mon				
Tues				
Wed				
Thurs				
Fri				
Sat				

DAY	DATE	TIME(S) WORKED (Example: 8-12, 1-4)	DAILY HOURS	TOTAL WEEKLY HRS
Sun				
Mon				
Tues				
Wed				
Thurs				
Fri				
Sat				

DAY	DATE	TIME(S) WORKED (Example: 8-12, 1-4)	DAILY HOURS	TOTAL WEEKLY HRS
Sun				
Mon				
Tues				
Wed				
Thurs				
Fri				
Sat				

DAY	DATE	TIME(S) WORKED (Example: 8-12, 1-4)	DAILY HOURS	TOTAL WEEKLY HRS
Sun				
Mon				
Tues				
Wed				
Thurs				
Fri				
Sat				

**TIMESHEETS MUST BE SUBMITTED NO
LATER THAN THE 26TH OF EACH MONTH.**

TOTAL MONTHLY HOURS

Employee Signature: _____ Date: _____
Supervisor Signature: _____ Date: _____
Dean Signature: _____ Date: _____