

The University of Western Ontario
Don Wright Faculty of Music

Time Sheet for Work Study Students and Part Time Staff

Name:

Supervisor Signature:

Work Study Student

Part-Time Employee

| | Date (dd/mm/yy) | No. Hours Worked | Brief description of work |
|-----------|--------------------|---------------------|---------------------------|
| Sunday | | | |
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Saturday | | | |
| | w/e | | |
| TOTAL | | | |

Pay period runs from Sunday to Saturday. Record and total your hours to be forwarded to your supervisor for approval. Please record only one week at a time per time sheet.