



**Western  
Music**

Don Wright Faculty of Music

**THIS IS THE APPLE-FRIENDLY  
VERSION OF THE TIMESHEET**

**Time Sheet for Work Study Students and Part Time Staff**

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Timesheet for Week Ending: Saturday \_\_\_\_\_

mmmm dd, yyyy

(eg: June 7, 2014)

What is your role?

Work Study Student

Part-Time Employee

Please make sure of the following items:

The hours reported below cover only one week (Sunday to Saturday).

I will email this sheet to \_\_\_\_\_

I will CC my supervisor in my email to #

	DATE	HOURS	Brief description of work
<b>SUNDAY</b>			
<b>MONDAY</b>			
<b>TUESDAY</b>			
<b>WEDNESDAY</b>			
<b>THURSDAY</b>			
<b>FRIDAY</b>			
<b>SATURDAY</b>			
	<b>TOTAL</b>		