

Wesleyan University, Office of Community Service and Volunteerism

STUDENT PAYROLL TIME SHEET

FOR WEEK OF ___ / ___ / ___ TO ___ / ___ / ___
(MONDAY) (SUNDAY)

NAME: _____ WES ID: _____ CLASS: _____

MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL HOURS

COORDINATORS: If you coordinate and participate in a program, please list your hours separately and note your coordination hours with a “C”. For example, if you tutored on Monday for 2 hours and your coordination work took 1 hour, it would appear like this: 2 / 1 C. Please total your hours separately.

In order to be paid properly, you must indicate the program for which you are submitting these hours:

ASCEND (BIELFIELD, MACDONOUGH OR SNOW)
 CROSS STREET TUTORIAL
 INDIVIDUAL TUTORING
 KIDS TO COLLEGE
 LET’S GET READY
 PROSPECT
 TRAVERSE SQUARE
 WES ESL
 WESREADS/WESMATH
 WOODROW WILSON
 OCS VAN
 OCS STUDENT STAFF
 OTHER (PLEASE WRITE NAME OF PROGRAM) _____

OFF-SITE SUPERVISOR’S SIGNATURE

DATE

STUDENT EMPLOYEE SIGNATURE

DATE

PAYROLL PROCESSED BY

DATE