

## TIMECARD

**Employee Information** (All fields are required)

Name (Last, First, MI) \_\_\_\_\_ Campus-Wide ID \_\_\_\_\_  
 Department ID \_\_\_\_\_ Job Code \_\_\_\_\_ Record # \_\_\_\_\_  
 Pay Period ID \_\_\_\_\_ Pay Group \_\_\_\_\_

### WEEK ONE

Date	Pay Code	Amount	In	Out	In	Out	Total Hrs
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

**Total Hours** \_\_\_\_\_

### WEEK TWO

Date	Pay Code	Amount	In	Out	In	Out	Total Hrs
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

**Total Hours** \_\_\_\_\_

**I hereby certify that this time report correctly reflects all time worked by me for the pay period indicated.**

Employee (Signature) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_ Extension \_\_\_\_\_

**I hereby certify that the hours stated are true and correct.**

Supervisor (Signature) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_ Extension \_\_\_\_\_

Return Completed Form to the Payroll Office - Mail Code 4636  
 Email Completed Student Timesheets to Student Employment Office at: [student.employment@pepperdine.edu](mailto:student.employment@pepperdine.edu)