REED COLLEGE STUDENT/PART-TIME STAFF TIMESHEET (due in eliot 308 by 20th of each month) Name Reed ID: last name, first name (legal name as registered, no nicknames) Pay Period of ADP# 20_ month year week day time in time out time in time out daily total day of mo 16 17 during the academic year, work is limited to 20 hrs a week for any/all departments of Reed College 18 hours 19 worked should be 20 listed in 21 quarter hour 22 segments 23 **ONLY** 24 for example, 1/4, 1/2, 25 3/4, 1 hr or 26 .25, .50, .75 27 1.00 28 29 of 30 31 total 1 hours 2 worked 3 4 rate of 5 pay 6 (rate of pay MUST be 7 listed) 8 9 gross 10 pay 11 12 13 of 14 15

please print faculty name & department

D8150- (Stillman Drake)

O8122- (Deans Fund/Summer only)

faculty signature

orgn- acct (5131 students/5122 part time staff)

^{*}Department signature certifying that the above mentioned individual has worked the number of hours stated and has performed in a satisfactory manner