Washington and Lee University

BI-WEEKLY TIME REPORT FOR REGISTERED W&L STUDENTS (NOT SUMMER WORK OR WORK STUDY)

PAY PERIOD _____

ID OR SS NUMBER _____

NAME _____

Last First (no nicknames) Middle Initial

Department _____ **Account Number** _____

PLEASE SHOW THE NUMBER OF HOURS WORKED EACH DAY

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
					TOTAL HOURS	

PAY RATE $ _____

Breakdown of hours worked:

WR-Regular _____

OV-Overtime _____

AV-Vacation _____

IL-Illness _____

MI-Misc. _____

_____
Employee's Signature

_____
Supervisor's Signature

EMPLOYEE MUST SEE PERSONNEL TO FILL OUT A W-4 BEFORE PAY SHEET WILL BE PROCESSED