

The Alico University College



TIME SHEET FOR THE STUDENT STUDY-WORK PROGRAMME

PLEASE PRINT ALL INFORMATION

Complete the Time Sheet, indicating accurately the hours spent on the job. You are required to indicate the actual hours worked

Compensation Period Ending Date: _____

STUDENT'S NAME (Please Print) _____

STUDENT ID NO. _____

JOB TITLE _____

POSITION _____

Please Note: Compensation Periods start on Sunday and end on Saturday

MONTH _____

WEEK _____

DAY	DATE	START TIME	END TIME	TOTAL HRS WORKED	COMMENTS
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
Total Hours for the week					

Student's acknowledgement that the information provided is factual.

Student's Signature

Date

Supervisor's acknowledgement that the information provided is supported

Supervisor's Name

Supervisor's Signature

Date

If you are to be compensated in terms of credit hours, the completed and authorised time sheet shall be submitted to the HOD.

If you are to be compensated by payment towards tuition, the completed and authorized time sheet shall be submitted to the Accounts Department.