HELENA COLLEGE University of Montana Student Timesheet	Employee Name:	
	Banner ID:	
	Pay Period Ending:	
This form must be submitted to Human Resources and retained according to legal requirements.		

Record time in ½ hour increments																	
Day																	Total Hours
Dates																	
Regular																	

Pay Periods begin the 2nd and 19th of each month. <u>Timesheets are due in HR on the 1st and 18th of each month.</u>

I certify that the above time record is accurate to the best of my knowledge.

_____ _____

Employee Signature Date Supervisor Signature Date