

# Electrical and Computer Engineering Student Electronic Timesheet

Name: \_\_\_\_\_

TOTAL HOURS WORKED FOR EACH DAY:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date:	Date:	Date:	Date:	Date:	Date:	Date:
Hours:	Hours:	Hours:	Hours:	Hours:	Hours:	Hours:

Total Hours: \_\_\_\_\_

Week Ending (Saturday): \_\_\_\_\_

1. Employee is to complete this form, filling in your name, the number of hours worked on each day, the ending date (always a Saturday), and your supervisor's name. Everything else will be updated automatically. Print to PDF, choosing a file name that includes the ending date and your name, specifically, "Time Sheet [YY-MMDD] [YourLastName].pdf", and email the file to your supervisor. By virtue of emailing this form, you are declaring that the hours you have entered are correct and you are "signing" off on them.
2. Supervisor is to verify hours and sign digitally, then email this form to...

[timeSheets@ecs.umass.edu](mailto:timeSheets@ecs.umass.edu)

Supervisor: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Time sheets are due on Thursdays.