

month

student

insert days with [Su M T W R F Sa]

job title

day	no. of hrs
1 st	
2 nd	
3 rd	
4 th	
5 th	
6 th	
7 th	
8 th	
9 th	
10 th	
11 st	
12 nd	
13 rd	
14 th	
15 th	

day	no. of hrs
16 th	
17 th	
18 th	
19 th	
20 th	
21 st	
22 nd	
23 rd	
24 th	
25 th	
26 th	
27 th	
28 th	
29 th	
30 th	
31 st	

total no. of hours

_____ date

_____ student's signature

_____ supervisor

_____ supervisor's signature

NOTE: P130 timesheet must be filled, signed and submitted to Student Employment Coordinator, Noor AlOraidi, prior to the end of each month; this is in addition to your online tech4work timesheet submission. Please note that it is the student responsibility to submit the P130 timesheet, and failure to do so may delay student salary. Contact suleimannh@vcu.edu may you have any concerns.