

# STUDENT INTERN TIMESHEET

InterMountain ESD  
2001 SW Nye Ave  
Pendleton, OR 97801

Employee # \_\_\_\_\_ Name: \_\_\_\_\_ Pay Period: \_\_\_\_\_

Job Site: \_\_\_\_\_ School: \_\_\_\_\_

DATE	HOURS WORKED	DATE	HOURS WORKED
TOTAL HOURS			

Pay period cutoff is the **5th** of each month  
Timesheets received after the cutoff date will NOT be processed until the following month  
Payday is the 25th of each month, or the last working day prior to the 25th

\_\_\_\_\_  
*Employee Signature* *Date*

\_\_\_\_\_  
*Supervisor Signature* *Date*

\_\_\_\_\_  
*School Representative Signature* *Date*