

1809 Ashland Avenue Baltimore, MD 21205

### Student Research Assistant Timesheet

- Please return completed form via email to [BermanHRPR@jhu.edu](mailto:BermanHRPR@jhu.edu). You can either obtain the supervisor signature prior to submission or you can copy the supervisor who can then reply to all approving.
- Timesheets are processed within 24 hours of receiving supervisor approval.
- The cutoff schedule is posted on the intranet site. <https://bioethics.jhu.edu/intranet/>.
- **Time must be submitted and approved by noon on the payroll cutoff date**

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

DAY	DATE	TIME (begin)	TIME (end)	DAILY HOURS
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
<b>YOU MAY NOT BEGIN WORKING UNTIL YOU ARE OFFICIALLY HIRED THROUGH PAYROLL</b> <b>Each RA position requires a separate Employment Authorization Form.</b>				<b>Total Hours</b> <span style="background-color: #cccccc; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

**Budget number to be charged:** \_\_\_\_\_  
(if you do not know the number please list the project title)

**To be completed by PR:**

PERNR \_\_\_\_\_

Date Processed \_\_\_\_\_

Processor \_\_\_\_\_