Web Time Entry (WTE)
Time Log

Name: _____ M #: _____

Time Period: _____ thru _____

Date	Time In	Time Out	Total Hours Worked	Record S*	Record W**
Example: 2/1/2011	8:35 AM	12:55 PM	4 1/2	4 1/2	
2/3/2011	1:00 PM	4:30 PM	3 1/2	1/2	3

Record hours in **WTE** by rounding to the nearest 1/4 hour.

Example: Time In is 8:35 am - record 8:30 am
Time Out is 12:55 am - record 1:00 pm

_____
Student Signature

*Write total Scholarship hours worked in the "S" block and ***do not*** report on **WTE**.

Write total hours worked in the "W" block for hours to be recorded on **WTE for payment.