

Student Employment

Weekly Time Sheet

Submitted latest 15th of the month -> Mailbox 'Student Jobs' in P24

Name: _____

Current address: _____

Position: _____

Supervisor: _____

Bank account owner name: _____

IBAN: _____

Number of hours

Hours should be tracked by the quarter hour

Day	Date	From	To	Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Total amount of hours:

Declaration by the employee:

I affirm that the above information is correct. Additionally, I affirm that if I get another job, I will inform Bard College Berlin immediately (in respect to job type, duration and remuneration).

Student's signature: _____

Confirmation by the supervisor: _____

[Date and signature]