SPRING 2020
STUDENT
TIMESHEET HOW-TO
### Timesheet Template (Jan & Feb)

#### Pay Period: Jan: 01/22-01/30

**Employee Name:**

**Student ID#:**

**Position:** __ISA__ SA // Class: ME

**Email:**

**Semester Hours to date total:**

(Add each month total starting from January to May)

**Supervisor Name:**

**Total weekly hours:** 0

**Total hours:** 0

**Student Signature:**

**Date:**

**Supervisor Signature:**

**Date:**

**Department Chair Signature:**

**Date:**

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#### Pay Period: Feb: 01/31-02/29

**Employee Name:**

**Student ID#:**

**Position:** __ISA__ SA // Class: ME

**Email:**

**Semester Hours to date total:**

(Add each month total starting from January to May)

**Supervisor Name:**

**Total weekly hours:** 0

**Total hours:** 0

**Student Signature:**

**Date:**

**Supervisor Signature:**

**Date:**

**Department Chair Signature:**

**Date:**

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### Timesheet Template (Mar & Apr)

#### Pay Period: MAR 03/01 - 03/31

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Student ID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position: ISA _SA // Class: ME</td>
<td></td>
</tr>
<tr>
<td>Supervisor Name:</td>
<td></td>
</tr>
<tr>
<td>Semester Hours to date total:</td>
<td></td>
</tr>
</tbody>
</table>

#### Pay Date: 04/15/20

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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</tbody>
</table>

#### Total weekly hours: 0

#### Total hours: 0

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#### Pay Period: APRIL 04/01 - 04/30

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Student ID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position: ISA _SA // Class: ME</td>
<td></td>
</tr>
<tr>
<td>Supervisor Name:</td>
<td></td>
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<tr>
<td>Semester Hours to date total:</td>
<td></td>
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</tbody>
</table>

#### Pay Date: 05/15/20

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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</tbody>
</table>

#### Total weekly hours: 0

#### Total hours: 0

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#### Student Signature: ___________________________  Date: __________

#### Supervisor Signature: ___________________________  Date: __________

#### Department Chair Signature: ___________________________  Date: __________

Nicole Okamoto

Office Initial: __________
# Timesheet Template (May)

**Spring 2020 ME_Isa_Student Timesheet**

**Pay Period:** MAY: 05/01 - 05/31

**Pay Date:** 06/15/20

**Employee Name:**

**Student ID#:**

**Position:** ISA _SA // Class: ME  
Indicate the class you are grading

**Supervisor Name:**

**Email:**

**Semester Hours to date total:**
(Add each month total starting from January to May)

<table>
<thead>
<tr>
<th>Monday</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
<th>Week 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
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<td>Sunday</td>
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</tbody>
</table>

**Total weekly hours**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
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<td>0</td>
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<td>0</td>
</tr>
</tbody>
</table>

**Total hours:**

<table>
<thead>
<tr>
<th>Total weekly hours</th>
<th>0</th>
</tr>
</thead>
</table>

**Student Signature:**

**Date:**

**Supervisor Signature:**

**Date:**

**Department Chair Signature:**

**Date:**

**Nicole Okamoto**

**Office Initial:**

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Example of a Completed Timesheet

- Fill in everything needed
- The timesheet works vertically instead of horizontally
  - **DO NOT** fill your hours for a week horizontally
- Semester hours to date total - 10 / 80hrs
  - 10 - Are the hours you worked in total that month
  - 80 - Are the hours in total you are expected to work this semester
- For the following months, you will add the number of hours you worked in the numerator
  - Ex: In Feb John worked 16hrs, so his total semester hours is 26 / 80hrs
- The shaded boxes on the timesheet are the days that no student is supposed to work
Using DocuSign
Using DocuSign Pt. 2
Using DocuSign Pt. 3
Using DocuSign Pt. 4

DocuSign eSignature

Shared with Me

- MSWE Project/Thesis Proposal Coversheet 2021
  - Owner: Lyddie Jones
  - Created Date: 1/20/2019 04:23:56 pm
  - Last Change: 1/2/2020 10:05:29 am
- MSWE Project/Thesis Proposal Evaluation Form
  - Owner: Lyddie Jones
  - Created Date: 1/16/2019 05:14:01 pm
  - Last Change: 1/2/2020 10:09:49 am
- Research Foundation Faculty Appointment Form
  - Owner: Ranje Kaur
  - Created Date: 2/28/2019 09:13:21 am
  - Last Change: 1/7/2020 10:37:25 am
- Research Foundation Non-Academic Appointment Form
  - Owner: Ranje Kaur
  - Created Date: 1/12/2019 02:53:35 pm
  - Last Change: 1/1/2020 10:24:56 am
- Professional Development Request Form
  - Owner: Jackie Tzai
  - Created Date: 1/10/2019 03:12:23 pm
  - Last Change: 1/16/2020 03:26:14 pm
- SAU Tower Foundation Reimbursed Time Authorization (RTA)
  - Owner: HeeDong Woon
  - Created Date: 6/3/2019 12:53:53 pm
  - Last Change: 1/16/2020 03:28:52 am
- Faculty Assignment Memo (Assigned Time & O6AE)
  - Owner: Heedong Woon
  - Created Date: 7/18/2019 01:53:32 pm
  - Last Change: 1/16/2020 04:24:43 pm
- Proposal Enriched Faculty Recommendation Form
  - Owner: Dipak Gokhale
  - Created Date: 8/8/2019 01:58:53 pm
  - Last Change: 1/13/2020 02:55:11 pm
- IT - Security Camera Access Request
  - Owner: Mia Rivas
  - Created Date: 4/6/2019 12:07:35 pm
  - Last Change: 04/11/2019 12:13:28 pm
- SDSU Employment Questionnaire
  - Owner: Zafrah Tarey
  - Created Date: 12/16/2019 12:09:50 pm
  - Last Change: 1/9/2020 12:16:34 pm
- SAU Tower Appointment Form for Departments
  - Owner: Sandra Alanga
  - Created Date: 9/10/2019 02:53:15 pm
  - Last Change: 10/18/2020 02:33:31 am
- ME_Tx, Retiring, Spring 2020 Env!
  - Owner: Lyddie Jones
  - Created Date: 12/05/2019 12:30:46 pm
  - Last Change: 1/9/2020 04:05:04 pm
### Using DocuSign Pt. 5

The image shows a screenshot of the DocuSign eSignature interface. The focus is on the section titled "Shared with Me," which displays a list of documents that the user has access to. One document highlighted in red is "HE Student Timetable," indicating it is selected or notable in some way.


This page seems to be part of a tutorial or guide, possibly explaining how to access and manage documents within the DocuSign platform.
Using DocuSign Pt. 6
Using DocuSign Pt. 7
Using DocuSign Pt. 8
For the signature and date, you will look at the left tab.

On the left tab, you will have to press and slide the individual icons to the correct space on your timesheet.
Employee Name: ___John Doe___
Position: ___ISA___SA // Class: ME_111___
Supervisor Name: ___Jane Doe___
Email: ______john.doe@jsiu.edu____

Student ID#: ___000000001__________________

Semester Hours to date total: ___10___ / 80hrs

<table>
<thead>
<tr>
<th></th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
<th>Week 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
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<tr>
<td><strong>Total weekly hours</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total hours</strong></td>
<td><strong>10</strong></td>
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</tr>
</tbody>
</table>

Student Signature: __________________________ Date: Date Signed

Supervisor Signature: ________________________ Date: 

Department Chair Signature: __________________ Date: 

Nicole Okamoto
Office Initial: _____
Using DocuSign Pt. 11
For the Office Initial and the signature of Dr. Okamoto, you will need to repeat steps from slides 16-19.
Employee Name: ___John Doe___

Position: ___ISA___SA // Class: ME_111___

Indicate the class you are grading

Supervisor Name: ___Jane Doe___

Student ID#: ___000000001____________________

Email: ___john.doe@sjsu.edu____

Semester Hours to date total: ___10___ / 80hrs
(Add each month total starting from January to May)

<table>
<thead>
<tr>
<th></th>
<th>Week 1</th>
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<td>6</td>
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<tr>
<td>Total hours</td>
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</tbody>
</table>

Student Signature: __________________________ Date: ___Date Signed___

Supervisor Signature: __________________________ Date: ___Date Signed___

Department Chair Signature: __________________________ Date: ___Date Signed___

Nicole Okamoto

Office Initial: __________________________
Before, sending your timesheet please check and delete any documents that are not necessary.
Using DocuSign Pt. 15

Spring 2020 ME_ISA_ Student Timesheet  Pay Period: JAN: 01/22_01/30  Pay Date : 02/24/20

<table>
<thead>
<tr>
<th>Employee Name: ___John Doe</th>
<th>Student ID#: ___000000001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position: <em><strong>ISA</strong></em> SA // Class: ME_111___</td>
<td>Email: <a href="mailto:____john.doe@sjsu.edu">____john.doe@sjsu.edu</a></td>
</tr>
<tr>
<td>Supervisor Name: ___Jane Doe</td>
<td>Semester Hours to date total: ___ 10 / 80hrs</td>
</tr>
</tbody>
</table>

(Add each month total starting from January to May)

<table>
<thead>
<tr>
<th>Monday</th>
<th>Week 1</th>
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</tbody>
</table>

Total weekly hours: 10

<table>
<thead>
<tr>
<th>Total hours</th>
<th>10</th>
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</thead>
</table>

Student Signature: [Signature]

Supervisor Signature: [Signature]

Department Chair Signature: [Signature]

Nicole Okamoto

Office Initial: [Initial]
ALL DONE!!!
Side Note

- After sending your timesheet, you will receive an email from DocuSign stating that you need to sign a document. Please follow the instructions there and sign the document as soon as possible, so that you can get paid in a timely fashion.