

# Office of AccessAbility Services

1. This sheet must be paper clipped to your yellow payroll time sheet when submitted.
2. Timesheet should only reflect a specific two-week pay period.
3. Have either the student's or the professor's signature on your time sheet.

Notetaker's Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

Pay Period: \_\_\_\_\_  
(Ex. 1/2/06-1/12/06)

## Notetakers/Proctors/Readers Sign in Sheet

Date	Time In	Time Out	Course <small>(Example: ACC 210-02)</small>	Student/Professor Signature

Please bring this sheet with you when you come to sign your timesheet.

You will only be paid for the hours that are verified by a signature.