

BROOKLYN HEALTH SCIENCE CENTER

Student Assistant Payroll

Student _____ Department Academic Development, x7536, 7552

Social Security # _____ Department Budget Account # 670002

Hours must be reported in quarter hour units

only	Date	Time In	Time Out	Time In	Time Out	Hours Worked
Th.						
Fri.						
Sat.						
Sun						
Mon.						
Tues.						
Wed.						
Th.						
Fri.						
Sat.						
Sun.						
Mon.						
Tues.						
Wed.						
					Total Hours	

Payroll Period

Beginning _____

Ending _____

I have examined these entries and certify them to be correct.

Student Signature

Supervisor Approval

Important-Please Read!

- Students are required to sign time sheets.
- There are no advances for late time sheets.
- There is no individual pick-up of checks at the Payroll Office.
- Please enter the correct budget account number in the space provided.
- When classes are in session, 20 hours per week are the maximum hours allowed.
- After 5 consecutive hours you must take a lunch break, which should be reflected on the time sheet.