



# SUNY Downstate Medical Center College Work Study Time Sheet

Student Employee \_\_\_\_\_ Department \_\_\_\_\_

Social Security # \_\_\_\_\_ Payroll Account # \_\_\_\_\_

**Hours must be reported in quarter hour units only.**

DAY	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HRS WKD
THU						
FRI						
SAT						
SUN						
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						
MON						
TUE						
WED						

**PAY PERIOD:**

Beginning \_\_\_\_\_

Ending \_\_\_\_\_

**TOTAL HOURS** \_\_\_\_\_

I have examined the entries and certify them to be correct:

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Supervisor's signature

**Financial Aid Office**

(Time sheets will not be processed by payroll without FAO signature)

**IMPORTANT PLEASE READ:**

1. Student is required to sign time sheet.
2. There are no advances for late time sheets.
3. There is no individual pick up of checks.
4. When classes are in session, 20 hours per week are the maximum hours allowed. *\*After (6) consecutive hours you must take a lunch break and that break must be reflected on the time sheet.*
5. Time sheets must be rounded to the nearest quarter hour. If you work 3 hours and 15 minutes it should be recorded as 3.25 hours.
6. Time sheets must be submitted within 30 days after the pay period ends. You may not be paid for time sheets more than 30 days late.
7. *\*Time sheets must be submitted by 12 noon on the days indicated on the payroll schedule. Time sheets submitted after 12 noon will not be sent to payroll until the following pay period.*