



# WORK STUDY TIME SHEET

STUDENT EMPLOYEE NAME \_\_\_\_\_

DEPARTMENT or SCHOOL & YEAR \_\_\_\_\_

STUDENT ID No. \_\_\_\_\_

PAYROLL ACCOUNT No. \_\_\_\_\_

**PAY PERIOD**

START:

\_\_\_\_\_

END:

\_\_\_\_\_

**Hours may only be reported in quarter hour units**

DAY	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS WORKED	SUPERV. INITIAL
Thu							
Fri							
Sat							
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
Sat							
Sun							
Mon							
Tue							
Wed							
<b>TOTAL HOURS:</b>							

**Important information — please read:**

1. Student is required to sign the time sheet.
2. No cash advances will be issued for late time sheets.
3. Pick up paychecks at the Bursar's office (BSB 1-128).
4. When classes are in session, twenty (20) hours per week are the maximum hours allowed. **After six (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 three hours and fifteen minutes it should be recorded as 3.25 hours.
6. Time sheets must be submitted within thirty (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 noon on the days indicated on the payroll schedule. Time sheets submitted after 12pm will not be sent to payroll until the following pay period.**

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

STUDENT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

FINANCIAL AID OFFICE'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_