



Student Time Sheet

 Work Study

 Student Help

 WorkFirst

EMPLOYEE INSTRUCTIONS: USE INK ONLY. Fill out this record of *TOTAL* hours worked each day. *DO NOT USE WHITEOUT*. At the end of the payroll period, total hours, sign and leave this Time Sheet with your supervisor.

LAST NAME		FIRST NAME					MIDDLE INITIAL		Employee ID		
Month	1	2	3	4	5	6	7	8	9	10	
Year	11	12	13	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	28	29	30	31	Total Hrs.

SUPERVISORS: Check hours on weekends & holidays. **DO NOT USE WHITEOUT**. Draw line through error, make correction, & initial. Any changes to hours worked **MUST** be initialed by supervisor & employee. Email **PAYROLL** right away if there is a schedule change after timesheet has been submitted. Note special circumstances in comment section.

INACCURATE, INCOMPLETE OR ILLEGIBLE INFORMATION MAY DELAY PAYMENT!!!

COMMENTS _____

SICK LEAVE TAKEN

DATE										
HOURS										

COMMENTS _____

By signing and dating below, I certify the above records to be true and correct.

Employee's Signature	Hourly Rate
	Date

SUPERVISOR'S INSTRUCTIONS: Please verify total hours before signing. Student help and Tutor 1 and 2 positions need a department budget; Federal and State Work Study positions need a department code assigned before forwarding to payroll.

Supervisor's Signature	Date
Department Budget (Student Help/Tutor/WorkFirst only)	Department Code (Work Study Only)

PAYROLL USE ONLY

BUDGET NUMBER	
DATE PAID	AMOUNT PAID