

Student Employee Timesheet

Dept. Number:

Student's Name: (Last, First, M.I.)

Department:

Student ID No. :

Pay Period:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
HRS															

**Grand
Total**

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
HRS																	0

I certify that this employee has worked the number of hours reported and has performed this work in a satisfactory manner.

Supervisor Signature: **Date:**

This timesheet is the official record of the employee's hours worked for the time period indicated. All identifying data must be provided - including the department number. Report only hours worked. Student employees may not be paid for lunch or dinner time, nor are they eligible to work during a scheduled class time. Supervisors must check the student's time log against the individual's course schedule. Student employees may not work more than 7 hours per week. Work weeks run from Sunday to Saturday. Time sheets must be completed by the student and then printed for approval by the supervisor. The supervisor must sign the paper copy and send it to the Payroll Office no later than noon on the next business day following the end of the work month. Timesheets not received by the deadline will be paid on the following payroll.