



STUDENT FINANCIAL SERVICES

STUDENT EMPLOYMENT PAYROLL REPORT

TMSHT

PLEASE FILL ALL THE INFORMATION

Return completed form to the Student Employment Office

| | |
|--|---|
| STUDENT NAME: _____ | STUDENT ID #: _____ |
| JOB TITLE: _____ | CAMPUS: _____ DEPARTMENT: _____ |
| SUPERVISOR NAME: _____ | EXT #: _____ |
| PAY PERIOD FROM: _____ THROUGH _____ | PAYCHECK DATE: _____ |

TIMESHEET MUST BE COMPLETELY FILLED OUT IN ORDER TO BE VALID

| | WORKDAY | DATE | RECORD TIMES IN AND OUT DAILY | | | | TOTAL DAILY HOURS | |
|-------------------------------|-----------|------|-------------------------------|----------|---------|----------|-------------------|------|
| | | | TIME IN | TIME OUT | TIME IN | TIME OUT | | |
| WEEK ONE | SUNDAY | | | | | | 0.00 | |
| | MONDAY | | | | | | 0.00 | |
| | TUESDAY | | | | | | 0.00 | |
| | WEDNESDAY | | | 9:30 AM | 1:30 PM | | | 4.00 |
| | THURSDAY | | | | | | | 0.00 |
| | FRIDAY | | | | | | | 0.00 |
| | SATURDAY | | | | | | | 0.00 |
| Total Hours - Week one | | | | | | | 4.00 | |

| | WORKDAY | DATE | RECORD TIMES IN AND OUT DAILY | | | | TOTAL DAILY HOURS |
|-------------------------------|-----------|------|-------------------------------|----------|---------|----------|-------------------|
| | | | TIME IN | TIME OUT | TIME IN | TIME OUT | |
| WEEK TWO | SUNDAY | | | | | | 0.00 |
| | MONDAY | | | | | | 0.00 |
| | TUESDAY | | | | | | 0.00 |
| | WEDNESDAY | | | | | | 0.00 |
| | THURSDAY | | | | | | 0.00 |
| | FRIDAY | | | | | | 0.00 |
| | SATURDAY | | | | | | 0.00 |
| Total Hours - Week Two | | | | | | | 0.00 |

| | WORKDAY | DATE | RECORD TIMES IN AND OUT DAILY | | | | TOTAL DAILY HOURS |
|---------------------------------|-----------|------|-------------------------------|----------|---------|----------|-------------------|
| | | | TIME IN | TIME OUT | TIME IN | TIME OUT | |
| WEEK THREE | SUNDAY | | | | | | 0.00 |
| | MONDAY | | | | | | 0.00 |
| | TUESDAY | | | | | | 0.00 |
| | WEDNESDAY | | | | | | 0.00 |
| | THURSDAY | | | | | | 0.00 |
| | FRIDAY | | | | | | 0.00 |
| | SATURDAY | | | | | | 0.00 |
| Total Hours - Week Three | | | | | | | 0.00 |

| | |
|------------------------------------|------|
| PAY RATE: | 0.00 |
| TOTAL HOURS FOR PAY PERIOD: | 4.00 |
| TOTAL EARNINGS: | 0.00 |

I hereby certify this timesheet is a true statement of the hours worked (not to exceed 20 hours a week while attending classes). I am also certifying that I am enrolled in at least 6 credit hours and my GPA is not below 2.0. These hours do not conflict with my class schedule.

Student Signature

Date

I hereby certify this timesheet is a true statement of the time worked by this student.

Supervisors' Signature

Date

| | |
|------------------------------|-----------------|
| FOR OFFICIAL USE ONLY | |
| Input to payroll | _____ |
| Date: | Pay date: _____ |