

Student Financial Services

STUDENT EMPLOYMENT PAYROLL REPORT

PLEASE FILL IN 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: | PAY DATE: |

TIMESHEET MUST BE COMPLETELY FILLED OUT IN ORDER TO BE VALID

| WEEK 1 | WORKDAY | DATE | RECORD TIMES IN AND OUT DAILY | | | | | | TOTAL DAILY HOURS |
|--------|-----------|------|-------------------------------|-----|----|-----|-----|-------------------------------|-------------------|
| | IN | OUT | IN | OUT | IN | OUT | OUT | | |
| | SUNDAY | | | | | | | | |
| | MONDAY | | | | | | | | |
| | TUESDAY | | | | | | | | |
| | WEDNESDAY | | | | | | | | |
| | THURSDAY | | | | | | | | |
| | FRIDAY | | | | | | | | |
| | SATURDAY | | | | | | | | |
| | | | | | | | | <i>Total Hours - Week One</i> | |

| WEEK 2 | WORKDAY | DATE | RECORD TIMES IN AND OUT DAILY | | | | | | TOTAL DAILY HOURS |
|--------|-----------|------|-------------------------------|-----|----|-----|-----|-------------------------------|-------------------|
| | IN | OUT | IN | OUT | IN | OUT | OUT | | |
| | SUNDAY | | | | | | | | |
| | MONDAY | | | | | | | | |
| | TUESDAY | | | | | | | | |
| | WEDNESDAY | | | | | | | | |
| | THURSDAY | | | | | | | | |
| | FRIDAY | | | | | | | | |
| | SATURDAY | | | | | | | | |
| | | | | | | | | <i>Total Hours - Week Two</i> | |

| WEEK 3 | WORKDAY | DATE | RECORD TIMES IN AND OUT DAILY | | | | | | TOTAL DAILY HOURS |
|--------|-----------|------|-------------------------------|-----|----|-----|-----|---------------------------------|-------------------|
| | IN | OUT | IN | OUT | IN | OUT | OUT | | |
| | SUNDAY | | | | | | | | |
| | MONDAY | | | | | | | | |
| | TUESDAY | | | | | | | | |
| | WEDNESDAY | | | | | | | | |
| | THURSDAY | | | | | | | | |
| | FRIDAY | | | | | | | | |
| | SATURDAY | | | | | | | | |
| | | | | | | | | <i>Total Hours - Week Three</i> | |

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

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's Signature | Date |
|---------------------|------|

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

| | |
|------------------------|------|
| Supervisor's Signature | Date |
|------------------------|------|

| FOR OFFICE USE ONLY | |
|---------------------|-----------|
| Input to Payroll | |
| Date | Pay Date: |