



STUDENT TIME SHEET

☐ FWS ☐ SWS ☐ SWS MST ☐ SWS HED
☐ STUDENT HELP ☐ TUTOR 1 ☐ TUTOR 2 ☐ TANF STUDENT

EMPLOYEE INSTRUCTIONS: USE INK ONLY Fill out this record of **TOTAL** hours each day so that it will be up to date at all times. At the end of the payroll period, total the hours, sign, and leave this Time Sheet with your supervisor.

NAME (Last, First, Initial) <i>please print</i>								STUDENT 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 HOURS	

NOTE to Employee and Supervisor: Information must be complete. Any changes to hours worked **must** be initialed by the supervisor and the employee. **INACCURATE, INCOMPLETE OR ILLEGIBLE INFORMATION MAY DELAY PAYMENT!**

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/TANF Only)	DEPARTMENT CODE (Work Study Only)	

PAYROLL USE ONLY

BUDGET NUMBER	
DATE PAID	AMOUNT PAID