

# Student Time Report

## Pay Period

## Begin

End

Name:

**UIN:**

Email:

**Include only two weeks of hours per pay period per timesheet. If TA/Grader - write the class number (ex: CS XXX); if Tutor just write 'Tutor'**

Total Week 1  
(automatically calculates)

## Total Week 2 (typically calculates)

~~Student's Signature~~

Date

I hereby certify that this time sheet is true statement of the hours worked by this student and that the work assigned has been performed in a satisfactory manner.

CS Supervisor's Signature \_\_\_\_\_

Date

**Business Manager's Signature**

CFOAPAL \_\_\_\_\_

If timesheet is not completely filled out or not signed by your supervisor, it will be returned and will result in the delay of your pay. Timesheets must be submitted by **2pm** on the **Second Friday** of the pay period.