

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'

Date	In	Class/Tutor	Out	In	Out	Total Hours
Total Week 1 (automatically calculates)						
Date	In	Class/Tutor	Out	In	Out	Total Hours
Total Week 2 (automatically 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.