Maharishi University of Management

*Engaging the Managing Intelligence of Nature*

PLEASE RETURN THIS FORM TO PERSONNEL OFFICE

Social Security #

***N/A***

Last Name

Dates (The day you start and end working) First Name Student Box#

Department

***Computer Science***

**Entry**

**New GSA Instructions: The first step is to make sure you are approved**

**by Dale Monson (**[ssnadmin@mscs.mum.edu](mailto:ssnadmin@mscs.mum.edu)**). After that you will need to**

**email each HR contact, Laura Guezimane (**[**lguezimane@mum.edu**](mailto:lguezimane@mum.edu)**) &  
Eryn Deprey (edeprey@mum.edu), for instructions on your online time sheet.**

**You may see them in person in Room 232, Dreire Building.**

1. **Print out the paper time sheet.**
2. **Write the number of hours worked each day.**

**Use the formt: .25, .50, .75, e.g. 5.25 not 5 1/4, 4.75 not 4 ¾.**

**3. Add up total hours at the end of the month and get signatures**

**VERY IMPORTANT: In order to be paid you must bring your timesheet to McLaughlin 212 after signatures are obtained.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Total |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Student's Signature Professor’s Signature

FOR THE DEPARTMENT HEAD: I hereby certify that the above timesheet is an accurate statement of the hours

worked by the above-mentioned student/staff member, and that he/she has performed his/her assigned job satisfactorily.

Department Head's Signature