

Note: A non-student employee hired for less than 3 months or for a maximum of 12-15 hours per week should be paid as a temporary employee, and is not entitled to benefits. During the school year, student employees are limited to 20 hours per week. Hours worked must be submitted to the Financial Office, 030 Hauser Hall, by 12:00 Noon on THURSDAY, for checks the following Friday. For weeks with holidays, submit time sheets the previous Wednesday by 12:00 Noon.

You must put the date and hours worked each day in the boxes below in order to get paid:

DATE	Sunday:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:
HOURS:							

Total Hours Worked: _____

Employee Name: _____

Employee Harvard ID Number: _____

Faculty Name: _____

Dates Worked: _____ To: _____

Billing Code (All 33 digits are required)

2	6	5								0	0	0	0	0	1	5	5	0	3	0	1	0	0	0	0				
TUB			ORG				OBJECT				FUND					ACTIVITY					SUB-ACT.				ROOT				

Supervisor’s Signature: _____ Date: _____