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 working) First Name Student Box#

Department

***Computer Science***

Program

**1. Print out a separate timesheet for each month. 2 .Write the number of hours worked each day. Use the following**

**format: .25, .50, .75, e.g. 5.25 not 5 1/4, 4.75 not 4 3/4**

**New TA Instructions: New TA should go to HR office in Henn Mansion**

**with I-20 original, I-94 Printout, Passport and Visa, SSN Original, Blank check, 3. Add up total hours at the end of the month and get signatures**

**Bank account number (should be on the check) After all 3 have signed, student takes the timesheet to HR.**

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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