

# DAILY TIME SHEET - Student Employee

Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_

ID: 950-\_\_\_\_\_  
 Position: \_\_\_\_\_

Payroll Year: 2005  
 Payroll Number: \_\_\_\_\_

Hours reported should be from the 16th of the month through the 15th of the next month (eg. Nov 16 - Dec 15)  
 All time sheets need to be signed and handed into Mary Newton by the end of the day on the 15th of the month

DAILY TIME								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Date								
Time In								
Time Out								
Time In								
Time Out								
Daily Total								
Date								
Time In								
Time Out								
Time In								
Time Out								
Daily Total								
Date								
Time In								
Time Out								
Time In								
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Daily Total								
Date								
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Daily Total								
Date								
Time In								
Time Out								
Time In								
Time Out								
Daily Total								
Date								
Time In								
Time Out								
Time In								
Time Out								
Daily Total								

I certify that the hours are correct. I understand that work study programs are partially supported by Federal funds.  
 x  
 Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
 x  
 Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:			
Earnings Code	Total Hrs	Rate	Total Wages
<b>Total</b>			

Entered By: \_\_\_\_\_

Entered Date: \_\_\_\_\_ 11/15/04 mn

Retain this timesheet for audit. Regular: 4 years from creation, Work Study: 5.5 years after the fiscal year  
 Federally Sponsored Projects, entire period of the grant and 3 years thereafter