

State Funded Student Assistant Hourly Time Record
PLEASE PRINT

STUDENT'S NAME _____ LAST 4 DIGITS OF SS#: _____
 (required) (required)
 PAYROLL PERIOD _____ ACCOUNT # _____
 (required) (required)

Form to be completed in Blue or Black Ink

	WEEK ONE not to exceed 25 hours							WEEK TWO not to exceed 25 hours						
	THR	FRI	SAT	SUN	MON	TUES	WED	THR	FRI	SAT	SUN	MON	TUES	WED
MO/ DAY														
# HOURS														

Week one hours: _____ Week two hours: _____ TOTAL BIWEEKLY HOURS: _____

Hourly rate: _____
 (rate required if working 2 or more positions)

We hereby certify that the above is a true statement of hours worked.

EMPLOYEE SIGNATURE _____
 (required)

SUPERVISOR SIGNATURE _____
 (required)

ACCOUNT SIGNATORY _____
 (If required by department)

SUBMIT TO: Payroll Office, Room 119 Bray Hall

This time record is to be used only by and for students employed on the STUDENT ASSISTANT PAYROLL. The form should be completed by the student each day of work. Enter the month and day of each day in the pay period, and the hours actually worked for that day directly beneath the date. Hours should be expressed in whole numbers and fractions (2 hours, or 1½ hours). On the last day of the pay period, the form should be submitted to the student's supervisor, who should review it and approve by signing in the appropriate space. The supervisor should then submit the form to the Payroll Office.

Appointment Process

Prior to starting employment, a completed STUDENT ASSISTANT APPOINTMENT FORM must be on file in the Payroll Office. This form will indicate the approved hourly rate of pay and the account to be charged. Human Resources must sign off on the appointment form prior to submitting to payroll.

Maximum Hours

A student employed as a STUDENT ASSISTANT **must not work more than 25 hours per week**. The pay week runs from Thursday – Wednesday.

Submission Schedule

The Payroll Office regularly distributes to supervisors a payroll calendar detailing pay periods/due dates for the time record forms, and dates when paychecks are distributed; these calendars are also available in the Payroll Office, and online at www.esf.edu/resources/default.htm

Failure to submit accurate, legible and timely timesheets may delay payment.