

# STUDENT EMPLOYMENT TIME SHEET

for Work-study and Student Assist Employees

Falsification of any information on this TIME SHEET is a federal offense subject to a \$10,000 fine, five years imprisonment, or both.

- All time sheets must be completed **in ink** and hand-signed (no rubber-stamped or printed) signatures.
- If delivered by the student or through campus mail, **timesheets must be placed in a sealed envelope with the supervisor's signature across the seal.**
- Timesheets that are not filled out correctly may be returned to the supervisor.
- **Hours worked must be reported in HOURS and MINUTES.**
- This TIME SHEET is due in the Financial Aid Office (Old Main 110) no later than 12:00 noon on the date noted on the Student Payroll Schedule. **Late time sheets may not be processed until the following payroll schedule.**

**PAY PERIOD:** List the number of the pay period in which the hours were worked:   
 The current payroll calendar can be found at [www.uwsuper.edu/finaid/stemp](http://www.uwsuper.edu/finaid/stemp).

First Week Of The Pay Period

Second Week Of The Pay Period

Date (MM/DD)	Day	Time Schedule*	Total	Date	Day	Time Schedule*	Total
	SUN				SUN		
	MON				MON		
	TUES				TUES		
	WED				WED		
	THURS				THURS		
	FRI				FRI		
	SAT				SAT		
TOTAL FOR WEEK #1 (HOURS AND MINUTES)				TOTAL FOR WEEK #2 (HOURS AND MINUTES)			

TOTAL HOURS AND MINUTES WORKED FOR BOTH WEEKS:

Student Employee's Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Job Title: \_\_\_\_\_

I, the Student Employee, certify that I have worked the amount of hours listed on this TIME SHEET.

Student Employee's Signature: \_\_\_\_\_

**To Be Completed and Signed by Supervisor (or Back-up Supervisor):**

Kronos Job Appointment Number or Peoplesoft Cost Center Number on the Contract: \_\_\_\_\_  
 (Off-campus community services employers may use Organization's Name)

I, the Supervisor, certify that the above student has worked the hours listed under my supervision and performed in a satisfactory manner.

Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_