

# Payroll Time Report for Student Employees

**Instructions: PLEASE READ CAREFULLY**

1. Print or type the required information. **Do not use pencil.**
2. Report actual hours worked each day in the appropriate date space.
3. Reporting Period is from the 16<sup>th</sup> of the month through the 15<sup>th</sup> of the following month.
4. **Time Report is due in Payroll Services on the 16<sup>th</sup> of each month, and it is paid at the end of the month.**
5. Employees must take a minimum 30-minute non-payable break after working for six consecutive hours.
6. Full and original signatures of the authorized supervisor and the employee are required.
7. Employees must report change of address to the Human Resource Services Office.

**DO NOT USE PENCIL**

Reporting Period from           /16/           through           /15/          

**Account Number**

Code	Account	Department	Program	Project/Grant	%

Last Name	First	Initial	EMPLID

Position	Department

**Hours Worked**

16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2
3	4	5	6	7	8	9	10	11	12	13	14	15	Total				

I certify that the above information is true and correct.

Number of units currently taking: \_\_\_\_\_  
(Required: 12 Fall & Spring semester; 6 Summer session)

\_\_\_\_\_  
 Supervisor's Name (print)      Ext.

\_\_\_\_\_  
 Employee's Signature      Date

\_\_\_\_\_  
 Supervisor's Signature      Date

**For Payroll Use Only**

Reg. Rate \$ \_\_\_\_\_ x Hrs. \_\_\_\_\_ = \$ \_\_\_\_\_

OT Rate \$ \_\_\_\_\_ x Hrs. \_\_\_\_\_ = \$ \_\_\_\_\_

**Gross Total Pay \$ \_\_\_\_\_**