

STATE UNIVERSITY OF NEW YORK AT CORTLAND
STUDENT ASSISTANT - TEMPORARY SERVICE
TIMESHEET MUST BE COMPLETED IN INK

PLEASE PRINT

STUDENT NAME: _____

ACCOUNT NUMBER: _____

DEPARTMENT TITLE: _____

PAYROLL NO: _____ DATES: _____

HOURLY RATE: _____

DATE	DAY	IN	OUT	IN	OUT	IN	OUT	HRS. WORKED
	THURS							
	FRI							
	SAT							
	SUN							
	MON							
	TUES							
	WED							
WEEKLY TOTAL								

DATE	DAY	IN	OUT	IN	OUT	IN	OUT	HRS. WORKED
	THURS							
	FRI							
	SAT							
	SUN							
	MON							
	TUES							
	WED							
WEEKLY TOTAL								

TOTAL HRS WORKED

- Record hours "in and out" daily. Hours worked must be recorded in quarter hour units (e.g. 9:15, 9:30, 9:45). Work week begins on Thursday and ends on Wednesday.
- A work period cannot extend beyond 6 hours without a lunch break of at least 1/2 hour which must be shown on timesheet.
- Student:** must complete timesheet in ink, sign and submit to your supervisor when you are finish work for the pay period. Late timesheets can not be paid till the following pay period.
- Supervisor:** Review the time sheet for accuracy, sign certification and submit the original to the payroll office.

PAYROLL USE ONLY

TOTAL GROSS

SEE: Pay Schedule for Due Dates, Payroll Dates and Dates Paid (provided by the payroll office)

I certify that the days and hours worked as recorded above are correct.

I certify that the days and hours indicated above represent time worked by the student and that the student is entitled to payment thereof from the above account number.

Student's Signature Date

Supervisor's Signature Date