STATE UNIVERSITY OF NEW YORK AT CORTLAND

STUDENT ASSISTANT - TEMPORARY SERVICE

*TIMESHEET MUST BE COMPLETED IN **INK***

PLEASE PRINT

STUDENT NAME: _____ SOC. SEC. NO: _____

ACCOUNT NUMBER: _____ PAYROLL NO: _____ DATES: _____

DEPARTMENT TITLE: _____ 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

1. 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.
2. A work period cannot extend beyond 6 hours without a lunch break of at least 1/2 hour which must be shown on timesheet.
3. **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.
4. **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