Student Timesheet Instructions

General Instructions

The student timesheet should be completed in ink and cut in half along the perforated line prior to being brought to the Business Office. The timesheet should be handed in by the immediate due date following the pay period for which you worked. Timesheets are due in the Business Office by 5:00 pm Friday according to the due date on the Student Payroll Schedule. Please note: you are not eligible to work unless you have completed the necessary Form I-9 requirements in the Business Office.

Pay Rate (This is to be completed by your Supervisor)

The pay rate is determined by the Office of Financial Aid Services and Student Employment.

Employee Name

Use your full legal name as it appears on your social security card. Do not use a nickname.

CWID Number

This is the identification number assigned by the Colleges which is on your student ID Card.

Supervisor Printed Name

This is the supervisor name clearly printed.

Dept Name & Number (This is to be completed by your Supervisor)

Department Name is the department for which you are working. It is the name associated with the department account number. The Department Account Number is 10 digits long. The first 6 digits are for the department that the payroll labor expense should be charged to. The last 4 digits of 1710 are the expense category for student payroll. The last four digits used should always be 1710. An example of how the account number should be written is 270070-1710.

Date

The date that the work was actually performed.

Hours

Record the hours worked for the day. Meal periods **are not** to be included in the total hours worked for the day unless your employer requires you to work during that time period. Record time worked as follows:

        15 minutes = .25
        30 minutes = .50
        45 minutes = .75
        60 minutes (1 hr) = 1.00

If you worked more or less than the above minutes round up or down accordingly.
For example, if you worked 1 hour and 20 minutes it should be written as 1.25 hours.
If you worked 1 hour and 25 minutes it should be written as 1.50 hours.

Sub-Total Hours
Add the total number of hours worked per week to calculate your sub-total.

Total Hours
Add the two sub-totals to calculate the total hours worked.

Employee Signature
This is the employees' original signature

Supervisor Signature (This is to be completed by your Supervisor)
The individual who signs this form is the person for whom you have directly worked (or the designee) and is knowledgeable about the hours recorded on the timesheet. This should be an original signature (a stamped or photocopied signature is not acceptable).

Date
The date that you are completing the timesheet

STUDENT PAYROLL TIMESHEET

Pay Rate $ _____

FOR PAYROLL USE ONLY
ASGNMT CODE _____
EARNING CODE

Employee Name _____

CWID Number _____

Supervisor Printed Name _____

Dept Name & Number _____

	Date	Hours			Date	Hours
Saturday				**Saturday**		
Sunday				**Sunday**		
Monday				**Monday**		
Tuesday				**Tuesday**		
Wednesday				**Wednesday**		
Thursday				**Thursday**		
Friday				**Friday**		
Total Hours				**Total Hours**		

Employee Signature _____   **Total Hours** _____

Completion of Form I-9 is required to work on campus

Supervisor Signature _____   **Date** _____

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STUDENT PAYROLL TIMESHEET

Pay Rate $ _____

FOR PAYROLL USE ONLY
ASGNMT CODE _____
EARNING CODE

Employee Name _____

CWID Number _____

Supervisor Printed Name _____

Dept Name & Number _____

	Date	Hours			Date	Hours
Saturday				**Saturday**		
Sunday				**Sunday**		
Monday				**Monday**		
Tuesday				**Tuesday**		
Wednesday				**Wednesday**		
Thursday				**Thursday**		
Friday				**Friday**		
Total Hours				**Total Hours**		

Employee Signature _____   **Total Hours** _____

Completion of Form I-9 is required to work on campus

Supervisor Signature _____   **Date** _____