



**RS-YELLOW**

**STUDENT EMPLOYEE TIME SHEET 502601 (2148)**

SS# or Empl ID# \_\_\_\_\_ Dept. Name \_\_\_\_\_

Name \_\_\_\_\_ Funding Dept or Grant # \_\_\_\_\_

Pay Period Ending Date: \_\_\_\_\_

	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Total Wk 1	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Total Wk 2	Grand Total Hours
Date																	
Start Time																	
Time Out																	
Time In																	
Stop Time																	
Total Hours																	

Audited

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Timekeeper Initials

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Telephone #

- Time sheets **are due in the Payroll Office before Friday 12:00 noon** on the Contingent Pay Period Closing Date.
- Late time sheets may not be processed due to the time element of Central Payroll Bureau reporting.
- This form is to be used on an exception basis only when the web timesheet is not available

Hours prior: \_\_\_\_\_ Hours used: \_\_\_\_\_ Hours remaining: \_\_\_\_\_