



College of Agriculture and Technology  
 STUDENT PAYROLL - KNAPP HALL 123  
 STUDENT ASSISTANT PAYROLL

Student Name: \_\_\_\_\_ Department Account Number: \_\_\_\_\_  
 Student ID: \_\_\_\_\_ Department Name: \_\_\_\_\_  
 Hourly Rate: \_\_\_\_\_ Office Phone Number: \_\_\_\_\_ Bldg. \_\_\_\_\_ Room # \_\_\_\_\_

Pay Period Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_  
 (Enter Beginning Date Only--Other Dates are Formula-Driven)



Day	Dates	Record Hours 'In' and 'Out' Daily (Format: In: 9:15 A Out: 12:30 P)						Hours Worked (Exclude Lunch)	
		In	Out	In	Out	In	Out		
Thu.	1/0/00								
Fri.	1/1/00								
Sat.	1/2/00								
Sun.	1/3/00								
Mon.	1/4/00								
Tue.	1/5/00								
Wed.	1/6/00								
<b>Weekly Total</b>									
Thu.	1/7/00								
Fri.	1/8/00								
Sat.	1/9/00								
Sun.	1/10/00								
Mon.	1/11/00								
Tue.	1/12/00								
Wed.	1/13/00								
<b>Total Amount \$</b>		<b>Weekly Total</b>						<b>Total Hours Worked:</b>	

- Record hours "in" and "out" daily. Hours worked must be recorded in quarter hour units (e.g. 9:15 A, 12:30 P) in ink.
- All hours worked on a holiday must be initialed by the supervisor before payment can be made.
- A work period cannot extend beyond six hours without taking a lunch break of at least one-half hour, which must be shown on the time sheet. The appropriate amount of time will be deducted where applicable.**
- Student: Complete ALL blanks, sign and submit to your supervisor when you finish work for the pay period. Late time sheets cannot be paid until the following pay period.
- Supervisor: Review time sheet for accuracy, initial all approved holiday work, sign certification and submit only the original copy to the Payroll Office for payment.

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 including any holiday hours noted and initialed by me, and that the student is entitled to payment thereof.

\_\_\_\_\_  
 Student's Signature Date

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