

STUDENT EMPLOYMENT TIME RECORD



19

Student Employee: _____ LAST FIRST
(PLEASE PRINT)
Student Job Title: _____
Department Employer: _____
Authorized Hourly Rate: \$ _____

Dept. 10 Digit Acct. No.: _____

DIRECTIONS FOR STUDENT EMPLOYEE:
Keep this form at your place of employment. Mark the actual time of day when you start and stop working, just like a time clock record. The time you report for this job cannot overlap with the meeting times of your classes; if you are an athlete your time reported here cannot overlap with your practice schedule. Report only time when you are actually working. Total your hours to the nearest tenth of an hour for each day. At the end of each two week period, have your supervisor sign below. Submit this form to your department. See the Student Employment Manual for further details.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
month / date Time of Day Start : : AM PM Stop : : AM PM Start : : AM PM Stop : : AM PM Total Hours Worked to the Nearest 10th	month / date Time of Day Start : : AM PM Stop : : AM PM Start : : AM PM Stop : : AM PM Total Hours Worked to the Nearest 10th	month / date Time of Day Start : : AM PM Stop : : AM PM Start : : AM PM Stop : : AM PM Total Hours Worked to the Nearest 10th	month / date Time of Day Start : : AM PM Stop : : AM PM Start : : AM PM Stop : : AM PM Total Hours Worked to the Nearest 10th	month / date Time of Day Start : : AM PM Stop : : AM PM Start : : AM PM Stop : : AM PM Total Hours Worked to the Nearest 10th	month / date Time of Day Start : : AM PM Stop : : AM PM Start : : AM PM Stop : : AM PM Total Hours Worked to the Nearest 10th	month / date Time of Day Start : : AM PM Stop : : AM PM Start : : AM PM Stop : : AM PM Total Hours Worked to the Nearest 10th

STUDENT:
I have worked this job during the above-stated times.

SUPERVISOR:
As the designated supervisor, I certify that the student has worked the time shown on this page. Work was performed in a: satisfactory/
 unsatisfactory manner. (If unsatisfactory, supervisor initiates performance review.)

DEPARTMENT:
Total hours worked for this two week period: