New York University
PAYROLL DEPARTMENT

TIME SHEET
Casual and Student Employees

PRINT CLEARLY OR TYPE

Instructions:

1. Use for:
   - Casuals & Specials
   - College Work-Study
   - Student Non Work-Study
2. Do not use this from to change hourly rate. A Change Primary form with the change should be submitted.
3. Retain a copy for your records; original should be forwarded to:
   Payroll Department
   726 Broadway, 2nd FL
4. The deadline is 10:AM on Monday following the last pay date. (Schedule of deadline and pay dates is available from the Payroll Department and the HR Web site).

Employee ID No	Employee Name (last, first, M)
1 — 9	School/Division (where work is performed)
TX — Pay Period End Date (10 11 / 12 — 17)	Department/Section

CHARTFIELD

ACCOUNT	FUND	ORGANIZATION	PROGRAM	PROJECT
25 — 46				

Note: If more than one account is charged, list below with %.

☐ **Check if College Work-Study student** ☐ **Check if work location is off campus** ☐ Check if Casual Employee

INDICATE ONLY HOURS ACTUALLY WORKED

Date			Morning		Afternoon		Evening		Hours Per Day	Total Hours Per Week
Month	Day		From	To	From	To	From	To		
		Mon								
		Tues								
		Wed								
		Thur								
		Fri								
		Sat								
		Sun								0.00
		Mon								
		Tues								
		Wed								
		Thur								
		Fri								
		Sat								
		Sun								0.00

Hourly Rate	GROSS PAY	Total Hours Worked for Two Weeks
48 — 56	$0.00	0.00

Payroll Dept Only

57 — 59	60 — 64
65 — 67	68 — 72

For College Work-Study, I certify that the above information is correct and the work has been performed satisfactorily.

Supervisor's Signature	Date
Employee's Signature	Date
Head of Admin. Unit/HR Rep.	Date

(TR2 - 09/97)

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