



TIME SHEET
Casual and Student Employees

PRINT CLEARLY OR TYPE

Instructions:

- Use for:
 - Casuals & Specials
 - College Work-Study
 - Student Non Work-Study
- Do not use this form to change hourly rate. A Change Primary form with the change should be submitted.
- Retain a copy for your records; original should be forwarded to:
Payroll Department
726 Broadway, 2nd FL
- 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			
1			9
TX		Pay Period End Date	
10	11	12	17

Employee Name (last, first, M)
School/Division (where work is performed)
Department/Section

CHARTFIELD				
ACCOUNT	FUND	ORGANIZATION	PROGRAM	PROJECT
25				46

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

<input type="checkbox"/>	Check if College Work-Study student	<input type="checkbox"/>	Check if work location is off campus	<input type="checkbox"/>	Check if Casual Employee
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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								
	Mon								
	Tues								
	Wed								
	Thur								
	Fri								
	Sat								
	Sun								

Hourly Rate
48
56

GROSS PAY →

Total Hours Worked for Two Weeks →

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