


Student Employee Timesheet Instructions

When Filling out Student Timesheets please remember to fill in the timesheet correctly. **Incorrect timesheets will not be accepted and will be returned to the student for resubmission.** Fill in Student ID#, Name, Supervisor Name, Department of hire, and indicate if you are CSA, or Work Study. If you are CSA, your supervisor will fill in the GL#. When entering the Pay Period start; refer to the Student Employee Payroll Schedule and enter the proper pay period start date. **You will only need to fill in the start date;** all other dates will self fill. Pay periods run Sunday through Saturday



CSF Student Employee Timesheet

Student ID # your ID Pay Period Start: 11/8/2008
 Pay Period Ending: 11/21/2008

Student Name: CSA* Fed W/S NM W/S
 Supervisor Name:
 Department of Hire CSA Tutor GL#

	Sunday 11/8/2008	Monday 11/9/2008	Tuesday 11/10/2008	Wednesday 11/11/2008	Thursday 11/12/2008	Friday 11/13/2008	Saturday 11/14/2008	
Time In			12:15 PM					Total
Time Out			1:45 PM					1.50
Total	0.00	0.00	1.50	0.00	0.00	0.00	0.00	1.50

	Sunday 11/15/2008	Monday 11/16/2008	Tuesday 11/17/2008	Wednesday 11/18/2008	Thursday 11/19/2008	Friday 11/20/2008	Saturday 11/21/2008	
Time In					9:30 AM			Total
Time Out					12:00 PM			2.50
Total	0.00	0.00	0.00	0.00	5.25	0.00	0.00	5.25

Total for Period 6.75

Student Signature: _____ Date: _____
Identify the time entered above as authorized by my supervisor and is true and correct
 Supervisor's Signature: _____ Date: _____
Identify the time entered above as authorized and is true and correct

Students and supervisors need to pay close attention to the times entered – in and out times need to be rounded to quarter hour increments (11:15, 11:30, 11:45, 12:00). Times may be entered in military times or in standard AM/PM format (12:00 PM). Total hours worked should have a total in .25 hour increments. Student will sign and date along with supervisor and turn in to the Cashier's Office who will review that timesheets are filled out properly. Rejected timesheets must be corrected and resubmitted. Manually corrected timesheets will not be acceptable.