

**WORK-STUDY TIME RECORD**

Name \_\_\_\_\_ Employee ID 00-\_\_\_\_\_ EMPLID \_\_\_\_\_

Department \_\_\_\_\_ Pay Period \_\_\_\_\_ to \_\_\_\_\_

Enter Date, Time In and Time Out, or Appropriate Symbol\* for EACH Day.  
Fractions of hours are to be entered in tenths of hours (see chart below)

WEEKLY PERIOD				
DAY	DATE	TIME IN	TIME OUT	HOURS
Friday				
Saturday				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
<b>TOTAL</b>				

WEEKLY PERIOD				
DAY	DATE	TIME IN	TIME OUT	HOURS
Friday				
Saturday				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
<b>TOTAL</b>				

**TOTAL HOURS FOR THIS PAY PERIOD**

I hereby certify that this timesheet is a true statement of the hours worked by this employee and that the work assigned has been performed in a satisfactory manner.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\*SYMBOLS: R = Rest Day 0 = Hours Not Worked

TIME REPORT		TIME REPORT	
1 – 6 minutes	.1	31 – 36 minutes	.6
7 – 12 minutes	.2	37 – 42 minutes	.7
13 – 18 minutes	.3	43 – 48 minutes	.8
19 – 24 minutes	.4	49 – 54 minutes	.9
25 – 30 minutes	.5	55 – 60 minutes	1.0

**PAYROLL OFFICE USE ONLY**

## INSTRUCTIONS FOR EMPLOYEE TIME RECORD

Please enter **Name, Employee ID Number, EMPLID number, Department, Pay Period** beginning and ending date, including the year, on the top of the form.

Record each date for the corresponding day of the week on a separate line of the form. **Time In** indicates the time you began work, and **Time Out** indicates the time you stop work. If you leave work but return later in the day to resume working, show the time in and time out for **each time** you start and leave. Under column heading **Hours**, put total number of hours worked for each Time In and Time Out on that day. Total the number of the hours for each week and enter the total in each week's corresponding box. Add the totals from both weeks and enter this figure into the "**Total Hours for this Pay Period**" box.

At the end of the pay period, sign the time record and give it to your supervisor for approval and signature. **The time record is due in the Financial Aid Office by 12 (Noon) on the last day of the pay period.** The time record is to be delivered to the Financial Aid Office in a sealed envelope if it is delivered by the student employee. Mistakes cannot be corrected by the Financial Aid Office or the Payroll Office. All lines are to be filled out on the time record and must be written in ink. **Supervisors are expected to review the time record and check it for accuracy as they approve and sign.**

### \*SYMBOLS

**R = REST DAY** - Non-working days (Saturday and Sunday)

**O = HOURS NOT WORKED** - Use this for any day there are no hours worked. Some examples are when the college is closed for a holiday or snow day. The employee will simply put 0 in for the hours for that day.

**Note:** *The Department of Human Resource Management Policies and Procedures Manual Policy Number 1.25, Hours of Work, states: "Employees who work at least six consecutive hours shall be afforded a lunch period (meal break) of at least **30 minutes** except in situations where shift coverage precludes such lunch breaks." If you work a total of six (6) hours on any given day, be sure to record a 30 minute break.*