STUDENT EMPLOYEE TIMESHEET

When classes are in session, it is recommended that student employees work no more than 20 hours per week. Total hours may not exceed 29.5 hours per week. Student employees are not to be paid overtime. It is the supervisor's responsibility to preserve payroll records for at least two years. Fax this form to 775-674-7964.

.ast Name		First Name	First Name		NSHE ID	
ency/Department	Name	<u> </u>	т	elephone		
Account Number Vork study balance from last pay period Current ea			Pay Period (mm/dd/yyyy) From To arnings Balance Forward			
		Current earnings				
			1			
Date	Work Start	Break Out	Break In	Work End	Hours	
				Total Hours		
GNATURE	s					
id not work during		and I was enrolled in a minimum	of 6-credits for Fall or Spring	terms when the work covered	by this tim	
ident's Signature				Date		
ereby certify that	the above named student h	as performed the work on the da	vs shown on this time sheet			
pervisor's Signatu		The day	,	Date		

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