## Truckee Meadows Community College

Financial Aid, Scholarships, Student Employment and Veterans Educational Benefits

## 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.

## STUDENT'S INFORMATION

| Last Name |  | First Name | NSHE ID |
| :---: | :---: | :---: | :---: |
| Agency/Department Name |  | Telephone |  |
| Hourly Rate ${ }^{\text {a }}$ Account Number |  | Pay Period (mm/dd/yyyy) From | To |
| Work study balance from last pay period | Current earnings | Balance Forward |  |


| Date | Work Start | Break Out | Break In | Work End | Hours |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## SIGNATURES

I did not work during my scheduled class times and I was enrolled in a minimum of 6 -credits for Fall or Spring terms when the work covered by this time sheet was performed.

I hereby certify that the above named student has performed the work on the days shown on this time sheet.
Supervisor's Signature
Date

