

**MANHATTANVILLE COLLEGE
STUDENT TIME SHEET**

**Submit completed Time Sheet to the Payroll Office (Benziger – ELI-8B)
Incomplete timesheets will be returned to the student.**

Name: _____ ID Number: _____ Dept: _____

Phone: _____ Dept Budget Code: _____ Supv Ext: _____

Pay Rate: _____ Position: _____

FWS NFWS OFWS Int'l

Week of : _____ to _____

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hrs
Time In								
Meal Break								
Time Out								
Total								

Week of : _____ to _____

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Time In								
Meal Break								
Time Out								
Total								

Total Hours Worked: _____ **Total Dollar Amount:** _____

Supervisor – please initial any changes made on timesheet and sign off with BLUE INK

Supervisor Name (PRINT): _____

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Students are required by State law to take an unpaid meal break of at least one-half (1/2) hour if a daily work shift exceeds 6 hours. This will be automatically deducted if not documented.

Students may use this manual timesheet ONLY if they miss the Web Time Entry deadlines or to submit work hours for prior pay period. Please refer to the Student Payroll Schedule for processing dates.