



University of Nevada, Reno
Statewide • Worldwide

Student Employment Human Resources
Mail Stop 0238
University of Nevada, Reno
Reno, Nevada 89557
(775) 682-6119

STUDENT EMPLOYEE HOURLY TIME SHEET

Print Name _____ Employee ID# _____ Pay Period: _____

NOTE: For information on rest and meal periods, please visit the Student Employment section of the Human Resources website at: <http://www.unr.edu/hr/employment/student.html> If a student works more than six hours and does not take a meal period, the reason for not taking a meal period must be documented on the time sheet by the student and approved (initialed) by the supervisor. This hourly timesheet for a student worker must be retained by the department for three years. Timesheets for students on work study must be retained for five years

Day	Date Worked	Time In	Time Out	Time In	Time Out	Daily Hours Worked	Supervisor Initials	Subtotal Hours per Pay Period	Notes
Sun									
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									
								Subtotal	
Sun									
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									
								Subtotal	
Sun									
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									
								Subtotal	

All recorded time must be accurate and exact. Payment will be calculated in one-quarter hour increments. **Total Hours Worked** _____

BOTH EMPLOYEE AND SUPERVISOR SIGNATURES ARE REQUIRED FOR PAYMENT

Employee Signature: _____ Date: _____

Supervisor's Printed Name: _____ Supervisor's Signature: _____ Date: _____

****This form is for department records only.** It should NOT be faxed to the Student Employment HR Office. **Yellow Payroll Timesheets or form PR-29 MUST be sent to Payroll** in accordance with the scheduled Payroll cutoff dates in order for the student to be paid for total hours worked.