



PRINT

### Student Employee Stipend Timesheet

**This form is required to be completed by each student receiving a stipend.**

The form is to be filled out and turned in by the 5<sup>th</sup> or the 20<sup>th</sup> of the month to the Payroll Office.

Pay periods are from 1<sup>st</sup> to 15<sup>th</sup> of the month and from 16<sup>th</sup> to the end of the month.

Employee name:  Department #:

Social Security:  Department Name:

Supervisor name (please print): \_\_\_\_\_ Extension: \_\_\_\_\_

For Period ending:

Date	Start Time	Out	In	End Time	Daily Total

Weekly total

Date	Start Time	Out	In	End Time	Daily Total

Weekly total

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signatures verify that the total hours are correct; all times are reported and a time schedule is on record in the department. If you have any questions, please contact the Payroll Office, extension 4722 or [apupayroll@apu.edu](mailto:apupayroll@apu.edu)