



10 TIMESHEET EXAMPLE AND INSTRUCTIONS

WORK STUDY PAYROLL TIME SHEET						
2014-2015						
(Please Print)						
STUDENT NAME _____				STUDENT ID# _____		
DEPARTMENT _____				MONTH _____		
Date	Start	End	Start	End	Total in Hrs & Minutes	Total per Conversion
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
TOTAL HOURS THIS MONTH						
I certify that I worked all hours claimed on this time sheet.						
<i>(Student Signature)</i> _____						
I certify that the student worked the hours reported in a satisfactory manner.						
<i>(Supervisor Signature)</i> _____						


 The Total per conversion column should be a total of your hours worked that day. This is not a cumulative total UNTIL you get to the end of the month where it reads TOTAL HOURS THIS MONTH.

 Example: 2 hours and 55 minutes worked is equal to 2.92 hours for that work period.


 This should be a total of your converted hours for the month.

 Supervisors are responsible for verifying this total and it's accuracy before submitting it to the Work Study Coordinator