

Memorandum

To: ALL SIPA Unit Supervisors and Administrators
From: Diya Bhattacharya, Exec. Dir., Financial Operations & Human Resources
Date: July 2014
Re: Daily Log

This is a reminder that daily logs have to be kept on ALL work-study and student casual employees. Students should sign in when they come to work, sign in and out when they go on break, and sign out before they leave for the day. At the end of the day, an officer in your division should sign the log. Needless to say, the timesheets submitted by students should reflect the daily log totals.

In case your division does not already have a daily log system in place, I have enclosed a copy of the format used in the SIPA Dean's Office.

You are required by Internal Control to maintain these records and must make them available for audit purposes upon request.

Thank you.



STUDENT WORKSTUDY and CASUAL WEEKLY LOG

Part A: Office Name: _____

Week of: _____ to _____

			BREAK			
Date	Name	Time In	Time Out	Time In	Time Out	Total Hours

Part B: *I certify that the above hours are accurate as entered.*

Name of Supervisor: _____

Supervisor Signature: _____ **Date** _____

Please retain this form for Internal Audit.