

HARVARD UNIVERSITY
TEMPORARY/STUDENT EMPLOYEE TIME SHEET

This time sheet must be completed, signed and submitted by each person for the weekly casual payroll. It will serve to authorize payment for the work charged to the Federal Work Study Program (FWSP), an individual Professor's or Department's account. FWSP time sheets will be kept on file in the employing department for 3 years. Time sheets will be audited periodically.

- PLEASE NOTE:**
- 1. TIME SHEETS MUST BE RECEIVED BY 12p.m. on FRIDAY.**
 - 2. TIME SHEETS RECEIVED AFTER THIS WILL BE CONSIDERED PART OF THE NEXT WEEK'S PAY PERIOD.**
 - 3. THE PAY PERIOD EACH WEEK ENDS WITH SATURDAY.**
 - 4. WHEN A HOLIDAY OCCURS, TIME SHEETS MUST BE RECEIVED BY 12 p.m. ON THE PRECEDING THURSDAY.**

Week ending Saturday: _____

Employee: _____ **HUID#:** _____

Supervisor: _____

	<u>Sun</u>	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>TOTAL</u>
Hours:	_____	_____	_____	_____	_____	_____	_____	_____

*Please round off hours to the nearest 1/4 hour where appropriate. ex: 9 hrs 10 min = 9 1/4 hrs
 Note change in recording of daily hours

Hourly rate: _____ (please fill in your rate)

I certify that the above hours charged to a Professor's or Department's account and/or FWSP are correct and the work was performed in a satisfactory manner.

SIGNATURE(Employee): _____ **Date:** _____

SIGNATURE(Supervisor): _____ **Date:** _____

** (Note: time sheets will not be processed unless signed by Supervisor)

Please check if appropriate:

- Federal Work Study _____
- Faculty Aide _____
- Jr. Faculty Research Fund _____
- Child Library _____
- Specifically designated Clark Award _____
- Other _____