

For Business Office use only

Student Hourly Time Sheet

SOUTHWESTERN UNIVERSITY

STUDENTS ARE REQUIRED TO ENTER THEIR WORK HOURS ON-LINE USING SELF-SERVICE.

THIS FORM SHOULD ONLY BE USED IF TIME WAS NOT PROPERLY ENTERED ON-LINE OR CORRECTIONS ARE NEEDED.

Student Time Sheets will not be processed unless completed accurately and completely. Time sheets must be turned into the Student Payroll Office on time, to be paid out of the current payroll.

Employee's Legal Name (No Nicknames)

Employee's Student ID #

Title of Department Account

Pay Period ENDING Date:

Week 1 (Note: Round all times to the nearest 15 minute interval)

Dates		START	STOP	START	STOP	START	STOP	DAILY TOTAL	
	SUNDAY								
	MONDAY								
	TUESDAY								
	WEDNESDAY								
	THURSDAY								
	FRIDAY								
	SATURDAY								
(Not to exceed approved total hours)								Week 1 TOTAL:	0.00

Week 2 (Note: Round all times to the nearest 15 minute interval)

Dates		START	STOP	START	STOP	START	STOP	DAILY TOTAL	
	SUNDAY								
	MONDAY								
	TUESDAY								
	WEDNESDAY								
	THURSDAY								
	FRIDAY								
	SATURDAY								
(Not to exceed approved total hours)								Week 2 TOTAL:	0.00
TOTAL Hours for two week Pay Period								0.00	0.00

Certified True & Correct (Student's Signature)

Date:

Approved By (Supervisor's Signature)

Date:

Account #: *Must be completed by supervisor to pay employee*

****STUDENTS CANNOT BE PAID UNLESS BOTH STUDENT AND SUPERVISOR HAVE SIGNED ABOVE.****

*Academic Year Term : - 51830 *Summer Term : - 51835

****TIME SHEETS MUST BE TURNED IN BEFORE 10:00 am ON THE MONDAY FOLLOWING THE PERIOD ENDING DATE.****

For Pay Period Calendar and other Payroll Information visit our web site: <http://www.southwestern.edu/offices/business>