## WEST LIBERTY TIME AND EARNINGS RECORD:

## WORKSTUDY <br> $\square$

 HOURLY $\square$
## NAME

$\qquad$
Student workers can only work 20 hours per week.
Student workers are not to begin work for a department until they receive an email from the Student Employment Coordinator with an official start date.

| DATE | BEGINNING TIME | ENDING TIME | HOURS WORKED |
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|  |  | TOTAL HOURS |  |
|  |  | TOTAL AMOUNT TO BE <br> CHARGED TO DEPT |  |
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It is your responsibility to have your time sheet signed by your SUPERVISOR and returned to the Payroll Office or Student Employment Coordinator NO LATER than 9:00AM KRONOS Monday. Failure to complete this form or lateness will result in time held until the next pay period.

Signature
I hereby certify that the above is a true statement of the hours worked by the above employee.
Supervisor's Signature_DDe Date

## DEPT

ORG FUND OBJ

