

WEST LIBERTY TIME AND EARNINGS RECORD:

WORKSTUDY

HOURLY

NAME _____

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
		TOTAL HOURS	
		X RATE OF PAY	
		TOTAL AMOUNT TO BE CHARGED TO DEPT	

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 _____ Date _____

DEPT _____ ORG _____ FUND _____ OBJ _____

STUDENT LABOR: H290
EXTRA HELP: H291