



STUDENT ASSISTANT TIME RECORD

Please PRINT legibly with blue or black ink to complete ALL spaces.

PAY PERIOD _____ TO _____

DEPARTMENT _____

FULL NAME _____

ACCOUNT _____

SOCIAL SECURITY # _____

HOURLY RATE _____

Time worked must be in even units of hours and quarter hours: 1-1/4, 1-1/2, 1-3/4. (No Extra Minutes). Hours worked after midnight MUST be claimed as hours worked the next day, even if that day carries over into the next pay period/time sheet.

NOTE: INCOMPLETE / INACCURATE TIME SHEETS WILL BE RETURNED TO THE DEPARTMENT AND WILL DELAY PAYMENT TO THE STUDENT.

DATE		HOURS	DATE		HOURS
SUNDAY			SUNDAY		
MONDAY			MONDAY		
TUESDAY			TUESDAY		
WEDNESDAY			WEDNESDAY		
THURSDAY			THURSDAY		
FRIDAY			FRIDAY		
SATURDAY			SATURDAY		
TOTAL			TOTAL		

TIMESHEETS MUST BE SUBMITTED TO THE PAYROLL OFFICE BY THE DEADLINE INDICATED ON THE PAYROLL SCHEDULE!

GRAND TOTAL _____

"I CERTIFY THAT THE ABOVE HOURS ARE CORRECT."

(Student's Signature)

"I HEREBY CERTIFY THAT THIS TIME SHEET IS A TRUE STATEMENT OF THE HOURS WORKED BY THIS STUDENT, THAT THE WORK ASSIGNED HAS BEEN PERFORMED IN A SATISFACTORY MANNER, AND THAT THIS STUDENT IS A REGISTERED GRADUATE OR UNDERGRADUATE STUDENT AT THE STATE UNIVERSITY OF NEW YORK COLLEGE AT FREDONIA."

(Supervisor's Signature)

***Please copy timesheet for your records**

NOTE: Salary payments can be made ONLY after a fully completed Appointment Form, I-9 and current W-4 and IT-2104 forms are on file in the Payroll Office. Each student is permitted to work a maximum of 20 hours/week while school is in session, 40 hours/week during vacation periods. This is the TOTAL number of hours allowed for all departments in which they work on Student Assistant and/or Work Study payrolls combined.

Please refer to the Student Assistant payroll schedule for deadline dates.

OFFICE USE ONLY		
Line #:		Checked in
Hours:		
Rate:		Data entry
Gross:		
Dates:		Balanced