FREDONIA
STATE UNIVERSITY OF NEW YORK

STUDENT ASSISTANT
TIME RECORD

To avoid delays processing your paycheck, please **PRINT LEGIBLY** with black or blue ink to complete **ALL** spaces!

PAY PERIOD: _____to_____   **DEPARTMENT:** _____

FULL NAME: _____   **ACCOUNT:** ___ ___ ___ ___ ___ ___ . ___ ___

SOCIAL SECURITY #: XXX - XX - ___ ___ ___ ___   **HOURLY RATE:** _____

Time worked must be in even units of hours and quarter hours: 1.25, 1.50, 1.75. (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 or timesheet.
Please refer to the Student Payroll schedule for deadline dates.

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

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

GRAND TOTAL: [   ]

"I hereby certify that the above hours are correct."   _____
(Student's Signature)

"I hereby certify that this timesheet 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/undergraduate student at SUNY Fredonia."

**Please copy timesheets for your records.   _____
(Supervisor's Signature)

INCOMPLETE/INACCURATE TIMESHEETS WILL BE RETURNED TO THE DEPARTMENT AND DELAY PAYMENT TO THE STUDENT.

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 a week** while school is in session, and **29 hours a 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.

OFFICE USE ONLY	
Line #: _____	**Checked In:**
Hours: _____	
Rate: _____	**Data Entry:**
Gross: _____	
Dates: _____	**PP#:**