



RS-YELLOW

REGULAR STUDENT EMPLOYEE TIME SHEET 502601

SS# or Empl ID# \_\_\_\_\_ Dept. Name \_\_\_\_\_

Name \_\_\_\_\_ Funding Dept or Grant # \_\_\_\_\_

Pay Period Ending Date: \_\_\_\_\_

	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Total Wk 1	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Total Wk 2	Grand Total Hours
Date In																	
Stop Time																	
Total Hours																	

Audited

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Timekeeper Initials

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Telephone #

- x Contingent time sheets are due in the Payroll Office R Q Friday E \1 :00 D P on the Contingent Pay Period Closing Date.
- x Late time sheets may not be processed due to the time element of Central Payroll Bureau reporting.
- x This form is to be used on an exception basis only when the web timesheet is not available

Hours prior: \_\_\_\_\_ Hours used: \_\_\_\_\_ Hours remaining: \_\_\_\_\_