

# 4 How to Fill Out a Timesheet

In order to get paid for the time you work in the CCE, every student must complete a timesheet certifying the number of hours he or she has worked during the two-week pay period.

**To complete a timesheet:**

- Simply write in the dates of the end of the weeks (always the Saturday date) and then fill in the number of hours you worked per day
  - If you worked zero hours on Monday, leave the space for Monday blank.
- Add the total hours you have worked and

multiply the result by the hourly rate of pay to arrive at your **Total Gross Pay** and record that number

- After selecting where you want your check to arrive (your AC box or your home), review your time sheets for any mistakes.
  - Direct Deposit is available via the Comptroller's Office in College Hall
- Sign the form certifying that you have worked the stated number of hours
- Place the original timesheet and a photocopy in Jenny's mailbox before 5pm on the Friday before the pay period ends.

**Student Payroll Reporting Form**

Two Week Pay period ENDING DATE 11 / 12 / 11  
 MM DD YY (ALWAYS SATURDAY DATE)

LAST NAME Amherst FIRST NAME Jeff

STUDENT ID# OR Social security Number 654321

(Week 1 ending date) <u>11 / 5 / 11</u>		(Week 2 ending date) <u>11 / 12 / 11</u>		Department or Off Campus Organization	
Days	Hours	Days	Hours	CCE	
Sun		Sun		Front Desk Staff	
Mon	2	Mon			
Tues		Tues	2		
Wed		Wed			
Thur	2	Thur			
Fri		Fri	3		
Sat		Sat		Job Title	
Hourly Pay Rate		Total Gross Pay		Department Account Number	
				00 - 000000 - 123456	
Week 1 Total Hrs	4	Week 2 Total Hrs	5	REF/Project#	Off Campus Contract#
	\$ 18.21		\$ 163.89		

Authorized Signature (Certifies satisfactory performance) Z. Swift memo

Student Signature Jeff Amherst, a.s.g.

Send check to BOX or HOME  
Please write home address

*A sample timesheet.*