SANTA CLARA UNIVERSITY

DEPARTMENT: *RUN ID:*

NAME: *PAY GROUP:*   **STUDENT TIME SHEET**   *PAY BEGIN DATE:*

POSITION #:   *JOB TITLE:*   *PAY END DATE:*

EMPLOYEE #:   *REC#:*   *FTE:*   *EMP. TYPE:*   **DUE DATE:**

INSTRUCTIONS FOR STUDENT TIMESHEET

DAILY:
1.   Enter date, times you began work (in) and times you left work (out) for the day. Overtime is paid for hours worked over 8 in one day or per current California law, at 1.5 times the regular straight time, hourly rate.
2.   Enter hours to nearest quarter hour, i.e. .25, .75, etc.
3.   Enter total hours worked each day in the Daily Total Hours Column at the far right of form.

PAY PERIOD CUTOFF:
The following are required before submission to Payroll:
1.   Total all columns at bottom of form, Pay Period Total.
2.   Sign and date the form.
3.   Supervisor/Dept. Head signature and date.

NOTE: The comments section can be used to clarify any information you deem helpful to correct payroll.

COMMENTS:

TIMESHEETS MUST BE RECEIVED BY NOON ON THE DESIGNATED DUE DATE TO GUARANTEE TIMELY PAYMENT.

DATE	IN	OUT	IN	OUT	IN	OUT	REG. HRS.	OT. HRS.	TOTAL HRS.
PAY PERIOD TOTALS									

I CERTIFY THAT THIS REPORT IS ACCURATE AND TRUE.

_____   _____
EMPLOYEE SIGNATURE   **DATE**   **SUPERVISORY/MANAGER SIGNATURE**   **EXT.**   **DATE**