

College at Oneonta
Oneonta, New York 13820

Temporary Student Service Timesheet

Name _____ Department _____ Account # _____

Social Security # _____ Payroll Period: _____ / _____ / _____ to _____ / _____ / _____

Time worked must be even units of hours and quarter hours. It cannot be, for example, from 12:39 to 1:17, etc. All "IN" and "OUT" entries must be made by the student (be sure to indicate A.M. or P.M. for each entry). Record total hours worked in each "DAILY TOTAL" block. After working **6 HOURS**, students must sign out and in for a break of **at least 15 minutes**. Complete form in ink (DO NOT USE RED INK OR PENCIL). Time sheets must be handed in by the "SUPERVISOR". *Submit complete and accurate timesheet by Thursday following the end of the pay period to the PAYROLL OFFICE 214 NETZER by 4:00 pm.*

MAXIMUM HOURS – **40 HOURS PER TIMESHEET WEEK** (Thursday-Wednesday) during **vacation periods**.
20 HOURS PER TIMESHEET WEEK (Thursday-Wednesday) while school is **in session**.

.DATE							
	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
IN							
OUT							
IN							
OUT							
DAILY TOTAL							

DATE							
	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
IN							
OUT							
IN							
OUT							
DAILY TOTAL							

Total hours worked _____

Certified: _____
Signature of Student _____ Date _____

I hereby certify that this timesheet is a true statement of the hours worked by this student and that the work assigned has been performed in a satisfactory manner.

Signature of Supervisor _____ Print Supervisor name _____ Date _____

TIME SHEETS MUST BE RECEIVED BY THE PAYROLL OFFICE (NETZER 214) BY 4:00 P.M. ON THE DUE DATE
Payroll Schedule <http://www.oneonta.edu/admin/humres/Payroll/payrollinfo-student.asp>