



STUDENT TIME SHEET

ROWAN ID									
9	8	7	6	5	4	3	2	1	
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

ASSIGNMENT									
7	9	9	0	4	5	0	0		
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

PAY PERIOD: **2009-BS-08**
 FROM: Mar 28, 2009 THRU: Apr 10, 2009

LOCATION: **Academic Department**
 RETURN BY: **Apr 13, 2009**

NAME: **Smith, Jane**
 JOB TITLE: **STUDENT WORKER S1-Student**
 COMMENT:

DEPARTMENT: **29999**

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

TIMEKEEPING LOCATION	PAY PERIOD ID
2 9 9 9 9 9	B S 0 8
1 0 0 0 0 0	0 0 0 0
1 1 1 1 1 1	1 1 1 1
2 2 2 2 2 2	2 2 2 2
3 3 3 3 3 3	3 3 3 3
4 4 4 4 4 4	4 4 4 4
5 5 5 5 5 5	5 5 5 5
6 6 6 6 6 6	6 6 6 6
7 7 7 7 7 7	7 7 7 7
8 8 8 8 8 8	8 8 8 8
9 9 9 9 9 9	9 9 9 9

EARNING CODE
0 2 2
0 0 0 0
1 1 1 1
2 2 2 2
3 3 3 3
4 4 4 4
5 5 5 5
6 6 6 6
7 7 7 7
8 8 8 8
9 9 9 9

WEEK 1		WEEK 2		TOTAL			
SAT 28	SUN 29	MON 30	TUE 31	WED 01	THU 02	FRI 03	TOTAL
IN							
OUT							
IN							
OUT							
IN							
OUT							

INSTRUCTIONS FOR COMPLETING THIS FORM ARE ON THE REVERSE SIDE

Total Regular Hours worked this Period:

I hereby certify that this time sheet correctly reflects all time worked for the pay period indicated.

SIGNATURE OF EMPLOYEE

AUTHORIZING SIGNATURE

STUDENT AND HOURLY TIME SHEET INSTRUCTIONS

COMPUTER-GENERATED TIME SHEETS

- A. Time sheets are printed at the start of each biweekly pay period for all employees established in Banner. Only computer-generated sheets will be accepted by Payroll Services.
- B. Write the daily work hours in the space provided. Add the daily work hours in a week and write the total in each weekly total column.
- C. At the end of the time-reporting period, add the weekly totals to get the total regular hours for this pay period. Write the total regular hours worked in the spaces provided, using hundredths of hours from the schedule below.
- D. The department timekeeper is to proof time sheets for mathematical accuracy and to assure that the time sheets have an authorizing signature and student signature.

ADDITIONAL INSTRUCTIONS

1. Return time sheets to the Payroll Services office by 12:00 noon on the due date.
2. Arrange time sheets in alphabetical order before sending them to the Payroll Services Office.
3. Time sheets must have original signatures.
4. A separate time sheet is required for each biweekly pay period.
5. Return time sheets for employees who have not worked during the pay period.
6. Do not make changes to the preprinted information on computer-generated time sheets. All changes must be processed through Payroll.

Use this schedule for determining hundredths of hours (MINUTES → HUNDREDTHS):

00-06 → 0.00
07-23 → 0.25
24-38 → 0.50
39-52 → 0.75
53-59 → 1.00