

STUDENT WORKER ATTENDANCE FORM



Name _____ Date _____

Telephone/Cell Phone Number _____ Email _____

Position _____ Department: _____

Week ending (week ends on Sunday) _____

Enter Date	Time In	Time Out	Time In	Time Out	Daily Total Hours
Mon / /					
Tues / /					
Wed / /					
Thurs / /					
Fri / /					
Sat / /					
Sun / /					
				Weekly Total	

Employee Signature _____ Total hours approved _____

Supervisor/DH Signature _____ **(Do not use black ink)**

Supervisor/DH Print _____ **(Do not use black ink)**

Human Resources Signature _____

Note: Work-Study and Part-Time Students may not serve more than 20 hours per week (No exceptions).

Please write neatly and complete all applicable information on the Attendance Verification form. We strongly encourage you to keep copies of your forms for your personal records. Forms should be submitted to the Human Resources Department on Monday no later than 10:00 a.m. FAXED TIMESHEETS WILL NOT BE ACCEPTED. Failure to submit this form in a timely manner may result in non-pay for that payroll cycle.

****No manual checks will be processed. All late timesheets will be paid in the following pay cycle and penalties will apply.**