

STUDENT ASSISTANT TIME RECORD

To avoid delays processing your paycheck, please **PRINT LEGIBLY** with black or blue ink to complete **ALL** spaces!

PAY PERIOD: _____ to _____ **DEPARTMENT:** _____

FULL NAME: _____ **ACCOUNT:** _____ . _____

SOCIAL SECURITY #: XXX - XX - _____ **HOURLY RATE:** _____

Time worked must be in even units of hours and quarter hours: 1.25, 1.50, 1.75. (no extra minutes) Hours worked after midnight **MUST** be claimed as hours worked the next day, even if that day carries over into the next pay period or timesheet.

Please refer to the Student Payroll schedule for deadline dates.

	DATE	HOURS
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
	TOTAL:	

	DATE	HOURS
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
	TOTAL:	

**TIMESHEETS MUST BE SUBMITTED TO THE
PAYROLL OFFICE BY THE DEADLINE INDICATED
ON THE PAYROLL SCHEDULE!**

GRAND TOTAL:

“I hereby certify that the above hours are correct.”

(Student’s Signature)

“I hereby certify that this timesheet is a true statement of the hours worked by this student, that the work assigned has been performed in a satisfactory manner, and that this student is a registered graduate/undergraduate student at SUNY Fredonia.”

****Please copy timesheets for your records.**

(Supervisor’s Signature)

INCOMPLETE/INACCURATE TIMESHEETS WILL BE RETURNED TO THE DEPARTMENT AND DELAY PAYMENT TO THE STUDENT.

NOTE: Salary payments can be made **ONLY** after a fully completed Appointment Form, I-9 and current W-4 and IT-2104 forms are on file in the Payroll Office. Each student is permitted to work a maximum of **20 hours a week** while school is in session, and **29 hours a week** during vacation periods. This is the **TOTAL** number of hours allowed for all departments in which they work on Student Assistant and/or Work Study payrolls **COMBINED**.

OFFICE USE ONLY	
Line #: _____	Checked In: _____
Hours: _____	
Rate: _____	Data Entry: _____
Gross: _____	
Dates: _____	PP#: _____