WEST LIBERTY TIME AND EARNINGS RECORD:

 WORKSTUDY HOURLY

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students are not permitted to work more than 20 hours per week without prior approval from Scott Cook. Work Study students are not to begin work for a department with a work study assignment from Financial Aid. Personal Service students are not to begin work for a Department without a request to hire on file.

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| --- | --- | --- | --- |
|  DATE | BEGINNING TIME | ENDING TIME  | HOURS WORKED |
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|  |  |  TOTAL HOURS |  |
|  |  | X RATE OF PAY |  |
|  |  | TOTAL AMOUNT TO BE CHARGED TO DEPT |  |

It is your responsibility to have your time sheet signed by your SUPERVISOR and returned to the Payroll Office by 3 pm **KRONOS Monday**. Failure to complete this form or lateness will result in time being held until the next pay period.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that the above is a true statement of the hours worked by the above employee.

Supervisor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ORG\_\_\_\_\_\_\_\_\_\_FUND\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_OBJ\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 STUDENT LABOR: H290

 EXTRA HELP: H291