

SUNY Downstate Medical Center College Work Study Time Sheet

Student Employee:

Department Name:

Social Security Number:

Department Budget Acct. No.:

Hours must be reported in quarter hours units only.

Day	Date	Time In	Time Out	Time In	Time Out	HRS. Worked
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						

PAYPERIOD

Begining:

Ending:

TOTAL
HOURS:

I have examined these entries and certify them to be correct:

Sudent's Signature

Supervisor's Signature

Financial Aid Office (Time sheets will not be processed by payroll without FAO signature)

IMPORTANT - PLEASE READ

1. Student is required to sign time sheet.
2. There are not advances for late time sheets.
3. There is not individual pick up of checks.
4. When classes are in session, 20 hours per week are the maximum hours allowed. After (5) consecutive hours you must take a lunch break which should be reflected on the time sheet.
5. Time sheets much be submitted within 30 days after the pay period ends. You may not be paid for time sheets more than 30 days late.