



SUNY Downstate Medical Center College Work Study Time Sheet

Student Employee _____ Department _____

Social Security # _____ Payroll Account # _____

Hours must be reported in quarter hour units only.

DAY	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HRS WKD
THU						
FRI						
SAT						
SUN						
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						
MON						
TUE						
WED						

PAY PERIOD:

Beginning

Ending

TOTAL HOURS _____

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

Student'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 no advances for late time sheets.
3. There is no 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.