

Student Name: _____

Department Name: _____

UAlbany ID: _____

Supervisor: _____

Hourly Rate: _____

For department use only. All student timesheets must be submitted online at **www.suny.edu/hrportal**

Pay Period Beginning: _____

Ending: _____

Day	Dates	Record Hours 'In' and 'Out' Daily in quarter hour increments (Format: In: 9:15 A Out: 12:30 P)						Hours Worked (Exclude Lunch)
		In	Out	In	Out	In	Out	
Thurs								
Fri.								
Sat.								
Sun.								
Mon.								
Tues.								
Wed.								
Weekly Total								
Thurs								
Fri.								
Sat.								
Sun.								
Mon.								
Tues.								
Wed.								
Total Amount \$		Weekly Total						Total Hours Worked:

F
W
S

Weekly totals must be less than 25 hours when all jobs are combined.

1. Student work is limited to that communicated by the Office of Financial Aid and is disallowed while classes are in recess. In addition, there is a **25 hour per week limit for all jobs combined** ie: multiple Student Assistant, College Work Study, and jobs at other State Agencies. The policy regarding student employent is found at <http://www.albany.edu/hr/student-empl.php>
2. A work period of six hours or more must include a lunch break of at least one-half hour which is shown as time out on the timesheet.
3. Find the timesheet submission schedule at <http://www.albany.edu/hr/schedules-timesheets.php>

I certify that the days and hours worked as recorded above are correct.

I certify that the days and hours indicated above represent time worked by the student including any holiday hours noted and

Student's Signature _____ Date _____

Supervisor's Signature _____ Date _____