

University at Albany  
Departmental Timesheet

Student Assistant

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:

S  
A

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

1. **Student work is limited to 20 hours per week.** Students may not work more than **25 hours per week** when classes are in recess and during the summer. This limit is the total of 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 \_\_\_\_\_