

Student Name: \_\_\_\_\_

Department Name: \_\_\_\_\_

UAlbany ID: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_

For department use only. All student timesheets must be submitted online at [www.albany.edu/hrportal](http://www.albany.edu/hrportal)

Pay Period Beginning: \_\_\_\_\_

Ending: \_\_\_\_\_

F  
W  
S

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.									
<b>Weekly Total</b>									
Thurs									
Fri.									
Sat.									
Sun.									
Mon.									
Tues.									
Wed.									
<b>Total Amount \$</b>							<b>Weekly Total</b>		<b>Total Hours Worked:</b>

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 employment 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