

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

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 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