

UNIVERSITY AT ALBANY
STUDENT PAYROLL - UAB 300
STUDENT ASSISTANT
TIMESHEET

Student Name: _____ **Department:** _____

Student ID: _____ **Supervisor:** _____

Hourly Rate: _____ **Office Phone Number:** _____

Pay Period Beginning: _____ **Ending:** _____



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

Paychecks distributed from UAB 300.

Go to : hr.albany.edu for pay schedules

1. Record hours "in" and "out" daily. An "X" must be placed in these blocks when you do not work and the "Hours Worked" for the day should be entered manually as zero (when completing electronically). Hours worked must be recorded in quarter hour units (e.g. 9:15 A, 12:30 P) in ink.
2. All hours worked on a holiday must be initialed by the supervisor before payment can be made.
3. Student may not work in excess of the hours approved by the Office of Human Resources Management and stated on his or her appointment form.
4. A work period cannot extend beyond six hours without taking a lunch break of at least one-half hour, which must be shown on the time sheet.
5. Student: Complete ALL blanks, sign and submit to your supervisor when you finish work for the pay period. Late time sheets cannot be paid until the following pay period.
6. Supervisor: Review time sheet for accuracy, initial all approved holiday work, sign certification and submit only the original copy to the Payroll Office for payment. Go to the following URL for the appropriate schedule listing due dates for time sheets for Student Assistants:
<http://hr.albany.edu/content/paysched.asp>

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 initialed by me, and that the student is entitled to payment thereof..

 Student's Signature Date

 Supervisor's Signature Date

Make copies for local use.