**Southern Connecticut State University**

***Student Worker* Timesheet** ***2022-2023***



**NAME: DEPT:**

**Employee ID: Supervisor:**

**Record Number: *Position Number:***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Date MM/DD/YY** | **In** | **Out** | **In** | **Out** | **Total Hours** | **Day** | **Date MM/DD/YY** | **In** | **Out** | **In** | **Out** | **Total Hours** |
| Friday |  |  |  |  |  |  | Friday |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  | Saturday |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  | Sunday |  |  |  |  |  |  |
| Monday |  |  |  |  |  |  | Monday |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  | Tuesday |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  | Wednesday |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  | Thursday |  |  |  |  |  |  |
| *Total Hours for Week #1: \_\_\_\_\_\_* | | | | | | | *Total Hours for Week #2: \_\_\_\_\_\_* | | | | | | |

**Total Hours for Pay Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rate: $ Gross Pay: ­­­­\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***STUDENT CERTIFICATION: I have read the completed content above and certify that the number of hours worked is correct.***

**Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Effective DATE: Email:***

***SUPERVISORS CERTIFICATION: I certify that services have been performed in a satisfactory manner and in accordance with University regulations during the period covered that this report is current in all details.  “If this student worker is grant funded, I further certify that all of the time reflected was spent on tasks in furtherance of the Grant Statement of work, BANNER ORG #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and Grant Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”***

**Signature of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*\*\*\* PLEASE NOTE: IF YOU WORK 7.50 HOURS OR MORE, YOU MUST TAKE AND DOCUMENT A HALF AN HOUR BREAK! \*\*\**