

TRINITY UNIVERSITY STUDENT WORKSHEET

Name _____ Pay Period Dates _____ to _____ 20____
 (First) (Middle Initial) (Last) (Thursday) (Wednesday)

Trinity ID Number _____ Department Name _____

Enter the total number of hours worked for each day of week #1 in the boxes below. For partial hours, use .25, .50, and .75 only.

WEEK #1

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Thursday Friday Saturday Sunday Monday Tuesday Wednesday Total-Week #1

Enter the total number of hours worked for each day of week #2 in the boxes below. For partial hours, use .25, .50, and .75 only.

WEEK #2

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Thursday Friday Saturday Sunday Monday Tuesday Wednesday Total-Week #2

Total Number of Hours Worked for **BOTH** Weeks =====>

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*****IMPORTANT REMARKS BELOW, PLEASE READ*****

Your paycheck may be delayed, if all the items described below are not complete, legible, and accurate! This worksheet must be submitted to the Payroll Office located in Northrup Hall, Room 108C, before 11:00 AM, Thursday following the end of the pay period. Refer to the Student Worksheet Instructions/Pay Period Table for certain exceptions due to Holidays.

Name: Use your complete legal name. No nicknames, please. Print legibly in the order indicated above. (First, Middle Initial, Last)

Pay Period: Typically a two-week period. Use the dates for *the entire two-week period*. Begins on a Thursday and ends on the Wednesday of the second pay week. For example: Aug. 25 – Sept. 7, 2005. Refer to the Student Worksheet Instructions/Pay Period Table for further reference.

Trinity ID Number or Social Security Number: One of these identification numbers is required.

Department Name: Use the name of the department paying for these work hours **not the department's account number**. Be specific or check with your supervisor. **Athletics** is not an accurate department name for the purpose of this worksheet (i.e. Adm., Recreational Sports, Recreation, Men's Football, Women's Basketball, etc. is the correct department name.) Library is not the same department as IMS. ITS is not the same as ITS-Resnet or ITS-PC Maintenance.

Total Hours worked each Day: Use only .25, .50, and .75 for partial hours. Example: 1.75 is one hour and 45 minutes

Total Hours Worked for the Entire Two-Week Pay Period: Must sum to the hours itemized by day. The Payroll Office can only pay the hours that are documented by day.

Student Signature: The student's actual signature that would be signed on any legal document.

Supervisor Signature: The supervisor's actual signature that would be signed on any legal document.

BY SIGNING BELOW WE CONFIRM THAT ALL HOURS DOCUMENTED ABOVE HAVE BEEN WORKED BY THE STUDENT AND REVIEWED BY THE SUPERVISOR.

STUDENT'S SIGNATURE _____

DATE _____

SUPERVISOR'S SIGNATURE _____

DATE _____