

## Clarion University Career Services Center

**Student Employment Time Sheet**

**Student Name** \_\_\_\_\_

**Payroll Period:** 12/05/09

**Date Time Sheet Due:** 12/18/09

Instructions for Site Supervisor:

1. Fax to (814) 393-2054 or e-mail to [careers@clarion.edu](mailto:careers@clarion.edu) by noon on the last day of the pay period. It's ok to send earlier in the week. If sent by fax, call 393-2323 to confirm the sheet transmitted successfully.
2. **Student time sheets are due even if the student has not reported to work.** In that case, record "0" total hours and your signature only is needed. If known, note the reason the student did not report to work.
3. If a student works for more than 5 hours on a given day, you must provide an unpaid 15 minute break. Lunch periods are also unpaid. Students are on the clock, not salaried employees.
4. Students should record actual starting and ending times daily. Do not round up hours.
5. Students may only report no more than 20 hours in a two-week payroll period.

	Date	Starting Time	Ending Time	Hours Worked
<b>Saturday</b>	12/05/09			
<b>Sunday</b>	12/06/09			
<b>Monday</b>	12/07/09			
<b>Tuesday</b>	12/08/09			
<b>Wednesday</b>	12/09/09			
<b>Thursday</b>	12/10/09			
<b>Friday</b>	12/11/09	Time sheets due today!		
		Weekly Total		
	Date	Starting Time	Ending Time	Hours Worked
<b>Saturday</b>	12/12/09	Students cannot be required to work. <b>(Finals Week)</b>		
<b>Sunday</b>	12/13/09			
<b>Monday</b>	12/14/09			
<b>Tuesday</b>	12/15/09			
<b>Wednesday</b>	12/16/09			
<b>Thursday</b>	12/17/09			
<b>Friday</b>	12/18/09			
Weekly Total				
<b>Payroll Period Total</b>				

\_\_\_\_\_  
\*Signature of Student Employee                      Date

\_\_\_\_\_  
\*Signature of Work Site Supervisor                      Date

**\*Signatures are not needed when submitted by e-mail**