

Routing:

- 1. Employee's signature
- 2. Supervisor's signature
- 3. Head of department signature
- 4. WU Payroll Office

Washburn University

Topeka, Kansas

Student Payroll Time Sheet

(This form is not to be used for the Federal Work-Study Program)

Employee Name _____ WIN _____

(As it appears on Social Security Card)

We certify that the following is an accurate statement of time worked each day to the closest ONE-TENTH HOUR, that hours of work have been maintained daily by the supervisor of the employed student, that the hours below have not previously been submitted and the student has not been paid for the same, that the cumulative earnings do not exceed the employment contract, and that the work performed was in conformity with the employment contract. The work week for the University commences at 12:01am Sunday and ends midnight the following Saturday. **By the Board of Regents action, no student can work more than 40 hours in any work week; University policy prohibits more than 20 hours in a work week while classes are in session.**

FOR THE TWO WEEK PERIOD OF

Month/Week:		
First Week of Period		
	Date	Hours
Sun.		
Mon.		
Tue.		
Wed.		
Thurs.		
Fri.		
Sat.		
Total Hours		

THROUGH

Month/Week:		
Second Week of Period		
	Date	Hours
Sun.		
Mon.		
Tue.		
Wed.		
Thurs.		
Fri.		
Sat.		
Total Hours		

Payroll Office Use Only:

PAY ID: _____

PAY #: _____

PAY CODE: _____

Date Received: _____

Routing Section 1 & 2

Position No: _____ (as it appears on student's contract)

Student Printed Name

Student's signature

Date

Supervisor Printed Name

Signature of student's supervisor

Date

Routing Section 3

EMPLOYING DEPARTMENT CERTIFICATION: As head of the employing department or agency, I certify that the above hours are correct, individually and in total, and I hereby approve payment for such hours.

Name of agency or department: _____ FOAPAL: _____

Signature of department head

Date

This time sheet must be filled out completely, and may be used for one work period only. Incomplete time sheets may be returned for completion. All time sheets must be signed by the student employee and the supervisor. Time sheets are due at the Payroll Office by 5:00pm on the Monday following the end of the work period. Payroll will be issued to students eleven days after each deadline due date. Any time sheets received late will be processed after regular processing.