

Employee's Signature

Student Time Sheet

2021-2022 Academic Year, 9/16/21 - 6/15/22 Off-Campus Work-Study

Complete IN INK and write CLEARLY. At the end of each Pay Period, the student employee and supervisor must sign this form and forward it to the person requesting reimbursement for your organization. Write the total hours worked per day and convert minutes into decimals (see chart for conversion). Do not use WHITE-OUT

mploying Org	anization:				
Student's Job Title:			Pay Period End Date:		
	ual Hours Worked: Wri ninutes to decimal equ		rked per day, DO N	OT include u	npaid meal period
Month/Day	Hours / Minutes (converted)	Month/Day	Hours / Minutes (converted)	Decimal Equ	uivalent
/		/			Decimals
/		/	•	5 =	0.08
/		/		10 =	0.17
/		/		15 =	0.25
/		/		20 =	0.33
/		/		25 =	0.42
/		/		30 =	0.50
/		/	<u>-</u>	35 =	0.58
/	-	/	<u> </u>	40 =	0.67
/		/	<u> </u>	45 =	0.75
/		/	<u> </u>	50 =	0.83
/	•	/	•	55 =	0.92
/		/	·	60 =	1.00
/		/	·	_	
/	•	/	•	_	
, Day	Pariod Tatal Hours	,	•	_	
	Period Total Hours: s is the true and correct red	cord	"I certify this Time She	_ et is a true and	d correct
of the time I have worked this pay period as directed by my supervisor."			statement of time worked by this student; that work was performed in a satisfactory manner; and that I signed below on or after the last day reflected in this pay period"		

Supervisor's Signature

Date

Date