## Student Time Sheet <br> 2021-2022 Academic Year, 9/16/21-6/15/22 <br> 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
Student's Name:
Employing Organization:

## Student's Job Title:

$\qquad$
Pay Period Start Date: $\qquad$
Records of Actual Hours Worked: Write in tota
must convert minutes to decimal equivalent.
Records of Actual Hours Worked: Write in total hours worked per day, DO NOT include unpaid meal periods. You

| Month/Day | Hours/Minutes <br> (converted) |
| :---: | :---: |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ |  |


| Month/Day | Hours / Minutes <br> (converted) |
| :---: | :---: |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |
| $/$ | . |

Decimal Equivalent

Minutes Decimals $5=0.08$
$10=0.17$
$15=0.25$
$20=0.33$
$25=0.42$
$30=0.50$
$35=0.58$
$40=0.67$
$45=0.75$
$50=0.83$
$55=0.92$
$60=1.00$

Pay Period Total Hours:

| "I certify that this is the true and correct record <br> of the time I have worked this pay period as <br> directed by my supervisor." | "I certify this Time Sheet is a true and correct <br> statement of time worked by this student; that work <br> was performed in a satisfactory manner; and that I <br> signed below on or after the last day reflected in this <br> pay period" |
| :--- | :--- |
| Employee's Signature | Sate |

