

**THE UNIVERSITY OF CONNECTICUT  
STUDENT PAYROLL TIME SHEET**  
(Includes Work Study)

Pay Period Ending (See list of end dates on reverse)

Print Student Name

Student Signature

Remarks:

Print Supervisor Name

Supervisor, Department Head, or Designee Signature

**NOTE: BOTH DEPARTMENT HEAD OR SUPERVISOR AND STUDENT MUST SIGN IF ANY HOURS ARE REPORTED. INCLUDE PRINTED SUPERVISOR'S NAME ON ALL TIME SHEETS**

	A.M.				P.M.				Daily Total
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
FRI									
SAT									
SUN									
MON									
TUE									
WED									
THU									
FRI									
SAT									
SUN									
MON									
TUE									
WED									
THU									
<b>TOTAL HOURS FOR PAY PERIOD</b>									

Check as appropriate: First time sheet \_\_\_\_\_ Final time sheet \_\_\_\_\_

FORM SUBSTITUTE PAY 15 (Rev. A 3/81) LS802

**Pay Period End Dates, 2008-2009**

<b>6/05/08</b>	<b>9/11/08</b>
<b>6/19/08</b>	<b>9/25/08</b>
<b>7/03/08</b>	<b>10/09/08</b>
<b>7/17/08</b>	<b>10/23/08</b>
<b>7/31/08</b>	<b>11/06/08</b>
<b>8/14/08</b>	<b>11/20/08</b>
<b>8/28/08</b>	<b>12/04/08</b>

End date for December graduates on Student Labor & Work Study and non-UConn students  
**12/18/08**

<b>1/01/09</b>	<b>3/12/09</b>
<b>1/15/09</b>	<b>3/26/09</b>
<b>1/29/09</b>	<b>4/09/09</b>
<b>2/12/09</b>	<b>4/23/09</b>
<b>2/26/09</b>	<b>5/07/09</b>

Work Study end date is 5/08/09  
May graduates end date is 5/08/09

**5/21/09**  
**6/04/09**

**Time Sheet Submission Policies:**

- A time sheet must be submitted for every pay period during the student's employment period, even when no hours are worked. (Supervisor signature is not required for zero hour time sheets.)
- Separate time sheets must be submitted for each different position held by the student employee.
- Time sheets must be completed in ink and reported hours must be true and accurate.
- Time sheets must be dated (month/date/year) with correct pay period end date.
- Time sheets with reported work hours must contain employee's signature and supervisor's (or designee's) signature and both printed names.
- Hours worked are to be recorded in quarter hour (.25) increments.
- Submit time sheets by library closing time on the day prior to pay period end date.
- Time sheet deadlines may occasionally be adjusted to accommodate holidays or emergency situations. Email will be sent to all student employees and supervisors when this is the case.
- A student employee's signature on a dated time sheet will confirm that there are no unreported work hours for that position prior to that date.
- Time sheets that are inaccurate, undated, or otherwise incomplete cannot be processed and payment will be delayed until corrected by the student. The hours reported on the corrected time sheet will be processed in a future payroll period.
- University limitations regarding total hours worked per week pertain to each 7 day period beginning on a Friday. The number of hours worked in a 2 week pay period may not be averaged – each week is considered separately.
- All university affiliated positions held by a student are combined to calculate TOTAL number of hours worked per week. It is this total that must stay within university limitations (20 hpw, 30 hpw, 40 hpw depending on enrollment status and academic calendar).