# Student Payroll Time Sheet

## Work Study & Student Labor

- **Pay Period Ending** (End Dates listed below)
- **Print Student Name**
- **Student Signature**
- **Remarks:**
- **Print Supervisor Name**
- **Supervisor, Department Head, or Designee Signature**

### Signatures Required
- **Supervisor or Department Head or Designee**
- **Student**
- Include printed names on time sheet.

## Time Sheet Submission Policies:
- **Enter correct Pay Period End Date (month / date / year) on the time sheet.**
- **Submit time sheet by established biweekly payroll deadline (Pay Period End Date).**
- **Student employees are required to submit a time sheet biweekly during their entire employment authorization period (between Start Date and End Date).**
- **Submit time sheet in wire basket on right side of Law Library Information Desk (opposite the public photocopy room) or directly to staff in the Office of Student Employment.**
- **Time sheet required even when no hours are worked (no need for supervisor signature).**
- **Pay Period End Dates are occasionally adjusted to accommodate holidays. Employees and supervisors will be notified via email when this situation arises.**
- **Complete entirely in ink – NEVER in PENCIL.**
- **Record work hours (true / accurate) in quarter hour increments (1/4; ½; ¾ or .25; .50; .75).**
- **All entries must be legible.**
- **Signatures required = Supervisor and Student Employee (in INK)**
- **Supervisor signature not required when reporting zero hours.**
- **Student employee signature on a time sheet reporting work hours confirms no unreported work hours prior to the most current pay period end date.**
- **Multiple on-campus jobs = submit a separate time sheet for each position held.**
- **If working multiple jobs within the entire UConn system, the total number of hours worked in all jobs COMBINED must not exceed 40 hours per week (between a Friday – Thursday timeframe).**
- **The number of hours worked during a two week pay period (Friday – Thursday) cannot be averaged – each week is considered separately.**
- **There are limitations established by UConn depending on enrollment status and academic calendar. Details = Consult Law School Office of Student Employment.**

### Noteworthy End Dates
- **12/10/15**
  - December graduates
- **05/06/16**
  - Work Study employees
  - May graduates

## Pay Period End Dates

### 2015
- 06/25/15 – 10/01/15
- 07/09/15 – 10/15/15
- 07/23/15 – 10/29/15
- 08/06/15 – 11/12/15
- 08/20/15 – 11/26/15*
- 09/03/15 – 12/10/15
- 09/17/15 – 12/24/15*

*Earlier deadline will be announced due to these dates falling on a holiday*

### 2016
- 01/07/16 – 03/31/16
- 01/21/16 – 04/14/16
- 02/04/16 – 04/28/16
- 02/18/16 – 05/12/16
- 03/03/16 – 05/26/16
- 03/17/16 – 06/09/16

### Total Hours for Pay Period

Check as appropriate: First time sheet _____ Final time sheet _____

(Revised 06/08/15)