TEMPORARY SERVICE STUDENT TIME RECORD

PLEASE PRINT OR TYPE

NAME: _____
First MI Last

GID #: _____

DEPARTMENT NAME: _____ ACCOUNT #:__ __ __ __ __ __-__ __

PAY PERIOD: _____ TO: _____ HOURLY RATE: _____

Partial Hours Must Be Recorded In Quarter Hour Units

	Date / Thu	Date / Fri	Date / Sat	Date / Sun	Date / Mon	Date / Tue	Date / Wed	Date / Thu	Date / Fri	Date / Sat	Date / Sun	Date / Mon	Date / Tue	Date / Wed
Time In														
Time Out														
Time In														
Time Out														
Total Hours														

CERTIFIED BY: _____ TOTAL HOUR WORKED: _____
(Student Signature)

"I hereby certify that this time sheet is a true statement of the hours worked by this student and that the work assigned has been performed in a satisfactory manner, and that this student is a full-time student taking 12 credit hours graduate or undergraduate work at SUNY Geneseo."

APPROVED: _____
(Department Signature)

NOTE: Salary payments can be made only after an I-9 form has been completed and appropriate tax withholding forms (Federal W4 and State IT-2104) are on file in the Department of Human Resources. Also, the student's supervisor must submit a "Student Appointment Form" to the Department of Human Resources for all new appointments. Each new appointee must receive a copy of the Drug-Free Workplace Policy. Maximum of 20 hours/week while school is in session, 40 hours/week during vacation periods.

TIME SHEETS MUST BE RECEIVED IN HUMAN RESOURCES PAYROLL OFFICE (Erwin 220) BY THE SCHEDULED DUE DATE AND TIME.