

FROSTBURG STATE UNIVERSITY STATE WORK-STUDY STUDENT TIMESHEET

PES/4-2007

STUDENT NAME (LAST, FIRST) _____

PAY PERIOD ENDING DATE _____

PAWS ID (EMPL ID) _____

DEPARTMENT _____ PS NUMBER _____

- ▶ Please print clearly & complete in ink.
- ▶ Record time in tenths -- 6 minute segments (see chart).
- ▶ Timesheet must be hand-delivered by a staff employee to Payroll no later than the day following the pay period ending date.
- ▶ Any changes to time logged in/out must be initialed by the student and supervisor.
- ▶ All information must be completed and the timesheet must be signed by the student and supervisor.

TENTH HOUR CHART	
MINUTES	HOURS
1 to 6	.1
7 to 12	.2
13 to 18	.3
19 to 24	.4
25 to 30	.5
31 to 36	.6
37 to 42	.7
43 to 48	.8
49 to 54	.9
55 to 60	1 hr

DATE	DAY	IN	OUT	IN	OUT	IN	OUT	TOTAL HOURS
	WED							
	THURS							
	FRI							
	SAT							
	SUN							
	MON							
	TUES							
TOTAL WEEK #1								

Total Contract Hours: _____

Previous Hours Used: - _____

Current Hours Used: - _____

Hours Balance: = _____

DATE	DAY	IN	OUT	IN	OUT	IN	OUT	TOTAL HOURS
	WED							
	THURS							
	FRI							
	SAT							
	SUN							
	MON							
	TUES							
TOTAL WEEK #2								

VERIFIED: _____
SUPERVISOR _____ DATE _____

STUDENT'S SIGNATURE: _____
STUDENT MUST SIGN _____ DATE _____

APPROVED: _____
DEPARTMENT HEAD SIGNATURE _____ DATE _____

HOURLY RATE \$ _____ **X** **TWO WEEK TOTAL** _____ **= \$** _____