

TIME CARD

CURRENT DATE

TO

PAYROLL PERIOD

PLEASE PRINT



EMPLOYEE NAME

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Reg.	Total OT
Date									
Hours									

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Reg.	Total OT
Date									
Hours									

Student employees are paid for hours worked only. They are not eligible for paid holidays, vacation, or sick leave.



<http://www.ag.arizona.edu/swes/>

Grand Total Regular Hours _____

Grand Total OT Hours _____

I certify that this time sheet is a true statement of time worked.

EMPLOYEE SIGNATURE

APPROVED FOR PAYMENT

Note: Time cards are due Friday noon of a non pay week, except during a holiday pay period.

Time sheets can be picked up in room 424 · Shantz Building # 38