



**Students cannot deliver timesheets
DO NOT USE PENCIL**

TIMESHEETS WILL BE RETURNED IF COMPLETED OR SIGNED IN PENCIL

Banner ID _____

Name _____
Please Print

**Please Indicate Hours In and Hours Out
for the Pay Period**

Beginning _____ Ending _____

Instructions:

This time sheet must be submitted to the *Payroll Office (Room 205 DePerno Hall)* by the work supervisor **before 5:00 pm on the Friday after the close of the pay period.** Time sheets submitted later than 5:00 pm Friday may not be honored until the next pay date approximately two weeks later.

Payments will be made only if the Center for Career & Professional Development has on file a job acceptance, completed tax forms and an I-9 form.

Student Certification:

I certify that I have worked the hours shown without previous payment and I am a half or full-time matriculated Utica College student. I certify that all the information on this time sheet is true and complete to the best of my knowledge.

Student Signature Date

Supervisor Certification:

I hereby certify that the above is a true statement of the hours worked by the student listed above and that the student has performed his/her job in a satisfactory manner.

Department

Supervisor Name (*Please Print*)

Supervisor Signature Date

Day	Month	Date	Hour In	Hour Out	Total Hours
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
TOTAL HOURS					