

SAINT LOUIS UNIVERSITY DAILY TIME CARD (Student)

NAME: _____

DEPARTMENT: _____

SS#: _____

PAY PERIOD FROM: _____ **TO:** _____

WEEK 1	SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.	WEEK TOTAL
TIME IN								
TIME OUT								
TIME IN								
TIME OUT								
HRS.WORKED								
OTHER HRS.								
TOTAL HRS.								

WEEK 2	SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.	WEEK TOTAL
TIME IN								
TIME OUT								
TIME IN								
TIME OUT								
HRS.WORKED								
OTHER HRS.								
TOTAL HRS.								

I certify to the accuracy of the hours worked and authorized time off as recorded time off as recorded above. I understand that intentional or willful falsification of time records is a serious violation of University policy that will result in disciplinary action, including the possibility of immediate discharge, and may also subject me to civil and criminal prosecution.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR APPROVAL

DATE

*** REFERENCE**

1 to 6 Minutes = .00
7 to 21 Minutes = .25
22 to 36 Minutes = .50
37 to 52 Minutes = .75
53 to 59 Minutes = 1.00

Payroll Dates	Time sheets Due in Dean's Office by 5pm	Payroll Dates	Time sheets Due in Dean's Office by 5pm
07/04/04 - 07/17/04	07/15/04	01/30/05 - 02/12/05	02/10/05
07/18/04 - 07/31/04	07/29/04	02/13/05 - 02/26/05	02/24/05
08/01/04 - 08/14/04	08/12/04	02/27/05 - 03/12/05	03/10/05
08/15/04 - 08/28/04	08/26/04	03/13/05 - 03/26/05	03/24/05
08/29/04 - 09/11/04	09/09/04	03/27/05 - 04/09/05	04/07/05
09/12/04 - 09/25/04	09/23/04	04/10/05 - 04/23/05	04/21/05
09/26/04 - 10/09/04	10/07/04	04/24/05 - 05/07/05	05/05/05
10/10/04 - 10/23/04	10/21/04	05/08/05 - 05/21/05	05/19/05
10/24/04 - 11/06/04	11/04/04	05/22/05 - 06/04/05	06/02/05
11/07/04 - 11/20/04	11/16/04***	06/05/05 - 06/18/05	06/16/05
11/21/04 - 12/04/04	12/02/04	06/19/05 - 07/02/05	06/30/05
12/05/04 - 12/18/04	12/15/04***		
12/19/04 - 01/01/05	01/03/05***(Due in Dean's office by noon)		
01/02/05 - 01/15/05	01/12/05***		
01/16/05 - 01/29/05	01/27/05		

***Early submission of Time sheets

FEDERAL WORK STUDY EMPLOYEE:

TIME IN AND OUT RECORDING

In the space provided for each day of both weeks of the pay period, accurately record the time you begin work (TIME IN), stop work (TIME OUT), resume work if applicable (TIME IN), and stop work at the end of your shift (TIME OUT).

RECORDING TOTAL DAILY HOUR WORKED

Calculate the number of hours worked each day, and enter that number on the TOTAL HOURS line. Use the MINUTES CONVERSION CHART to report any fractional parts of hours.

FWS EMPLOYEE CERTIFICATION

At the end of each pay period, sign the time card in the space provided. Your signatures certifies that the "TIME IN and OUT" recording is accurate. The completed time card must be submitted to your supervisor for approval.

SUPERVISOR:

Verify the accuracy of the "TIME IN and OUT". Sign the time card, certifying its accuracy. The TOTAL HOURS shown for each day must equal the figures shown in the weekly total column. Forward the document to your Department Timekeeper.