

PRE-DATED TIME SHEET - SCHOOL YEAR 2017-2018

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIME SHEET Pay Period: 08-18-17 to 08-31-17 <hr/> Print Student Name <hr/> Student Signature Remarks: <hr/> Signature: Department Head or Supervisor	A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT
FRI 08-18-17									
SAT 08-19-17									
SUN 08-20-17									
MON 08-21-17									
TUE 08-22-17									
WED 08-23-17									
THU 08-24-17									() TOTAL WEEK ONE
FRI 08-25-17									
SAT 08-26-17									
SUN 08-27-17									
MON 08-28-17									
TUE 08-29-17									
WED 08-30-17									
THU 08-31-17									() TOTAL WEEK TWO
									TOTAL HOURS FOR PERIOD

NOTE: Both Department Head or Supervisor and Student MUST sign this time sheet.

1. **RECORDING STUDENT HOURS WORKED:** A pay period is a two week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
2. **GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed time sheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
3. **WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
4. **MAIL TIME SHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-141, STORRS, CT 06269-4141
5. **RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's pay check is not received by the following Wednesday, please contact our ounit at 860-486-3474.

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	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
Pay Period: 09-01-17 to 09-14-17	FRI 09-01-17									
	SAT 09-02-17									
	SUN 09-03-17									
Print Student Name	MON 09-04-17									
	TUE 09-05-17									
Student Signature	WED 09-06-17									
	THU 09-07-17									() TOTAL WEEK ONE
Remarks:	FRI 09-08-17									
	SAT 09-09-17									
	SUN 09-10-17									
	MON 09-11-17									
	TUE 09-12-17									
	WED 09-13-17									
Signature: Department Head or Supervisor	THU 09-14-17									() TOTAL WEEK TWO
										TOTAL HOURS FOR PERIOD

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	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
Pay Period: 09-15-17 to 09-28-17	FRI 09-15-17									
	SAT 09-16-17									
	SUN 09-17-17									
	MON 09-18-17									
Print Student Name	TUE 09-19-17									
	WED 09-20-17									
Student Signature	THU 09-21-17									() TOTAL WEEK ONE
Remarks:	FRI 09-22-17									
	SAT 09-23-17									
	SUN 09-24-17									
	MON 09-25-17									
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	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
Pay Period: 09-29-17 to 10-12-17	FRI	09-29-17								
	SAT	09-30-17								
	SUN	10-01-17								
	MON	10-02-17								
Print Student Name	TUE	10-03-17								
	WED	10-04-17								
Student Signature	THU	10-05-17								() TOTAL WEEK ONE
Remarks:	FRI	10-06-17								
	SAT	10-07-17								
	SUN	10-08-17								
	MON	10-09-17								
	TUE	10-10-17								
	WED	10-11-17								
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			IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 10-13-17 to 10-26-17	FRI	10-13-17									
	SAT	10-14-17									
	SUN	10-15-17									
	MON	10-16-17									
Print Student Name	TUE	10-17-17									
	WED	10-18-17									
Student Signature	THU	10-19-17									() TOTAL WEEK ONE
Remarks:	FRI	10-20-17									
	SAT	10-21-17									
	SUN	10-22-17									
	MON	10-23-17									
	TUE	10-24-17									
	WED	10-25-17									
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			IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 10-27-17 to 11-09-17	FRI	10-27-17									
	SAT	10-28-17									
	SUN	10-29-17									
	MON	10-30-17									
Print Student Name	TUE	10-31-17									
	WED	11-01-17									
Student Signature	THU	11-02-17									() TOTAL WEEK ONE
Remarks:	FRI	11-03-17									
	SAT	11-04-17									
	SUN	11-05-17									
	MON	11-06-17									
	TUE	11-07-17									
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			IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 11-10-17 to 11-23-17 <hr/> Print Student Name <hr/> Student Signature Remarks:	FRI	11-10-17									
	SAT	11-11-17									
	SUN	11-12-17									
	MON	11-13-17									
	TUE	11-14-17									
	WED	11-15-17									
	THU	11-16-17									() TOTAL WEEK ONE
	FRI	11-17-17									
	SAT	11-18-17									
	SUN	11-19-17									
	MON	11-20-17									
	TUE	11-21-17									
	WED	11-22-17									
	THU	11-23-17									() TOTAL WEEK TWO
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			IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 11-24-17 to 12-07-17	FRI	11-24-17									
	SAT	11-25-17									
	SUN	11-26-17									
	MON	11-27-17									
Print Student Name	TUE	11-28-17									
	WED	11-29-17									
Student Signature	THU	11-30-17									() TOTAL WEEK ONE
Remarks:	FRI	12-01-17									
	SAT	12-02-17									
	SUN	12-03-17									
	MON	12-04-17									
	TUE	12-05-17									
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		IN	OUT	IN	OUT		IN	OUT			
Pay Period: 12-08-17 to 12-21-17	FRI	12-08-17									
	SAT	12-09-17									
	SUN	12-10-17									
	MON	12-11-17									
_____ Print Student Name	TUE	12-12-17									
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Remarks:	FRI	12-15-17									
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	SAT	12-23-17									
	SUN	12-24-17									
	MON	12-25-17									
	TUE	12-26-17									
	WED	12-27-17									
	THU	12-28-17									() TOTAL WEEK ONE
Remarks: <hr/> Signature: Department Head or Supervisor	FRI	12-29-17									
	SAT	12-30-17									
	SUN	12-31-17									
	MON	01-01-18									
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1. **RECORDING STUDENT HOURS WORKED:** A pay period is a two week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
2. **GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed time sheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
3. **WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
4. **MAIL TIME SHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-141, STORRS, CT 06269-4141
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PRE-DATED TIME SHEET - SCHOOL YEAR 2017-2018

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIME SHEET	A.M.				P.M.				Daily Total Hours	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
Pay Period: 01-05-18 to 01-18-18	FRI 01-05-18									
	SAT 01-06-18									
	SUN 01-07-18									
	MON 01-08-18									
Print Student Name	TUE 01-09-18									
	WED 01-10-18									
Student Signature	THU 01-11-18									() TOTAL WEEK ONE
Remarks:	FRI 01-12-18									
	SAT 01-13-18									
	SUN 01-14-18									
	MON 01-15-18									
	TUE 01-16-18									
	WED 01-17-18									
	THU 01-18-18									() TOTAL WEEK TWO
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD

NOTE: Both Department Head or Supervisor and Student MUST sign this time sheet.

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THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIME SHEET	A.M.				P.M.				Daily Total Hours	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
Pay Period: 01-19-18 to 02-01-18	FRI 01-19-18									
	SAT 01-20-18									
	SUN 01-21-18									
	MON 01-22-18									
Print Student Name	TUE 01-23-18									
	WED 01-24-18									
Student Signature	THU 01-25-18									() TOTAL WEEK ONE
Remarks:	FRI 01-26-18									
	SAT 01-27-18									
	SUN 01-28-18									
	MON 01-29-18									
	TUE 01-30-18									
	WED 01-31-18									
	THU 02-01-18									() TOTAL WEEK TWO
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD

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PRE-DATED TIME SHEET - SCHOOL YEAR 2017-2018

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIME SHEET	A.M.				P.M.				Daily Total Hours				
	IN	OUT	IN	OUT	IN	OUT	IN	OUT					
Pay Period: 02-02-18 to 02-15-18 <hr/> Print Student Name <hr/> Student Signature	FRI	02-02-18					SAT	02-03-18					
	SUN	02-04-18					MON	02-05-18					
	TUE	02-06-18					WED	02-07-18					
	THU	02-08-18					() TOTAL WEEK ONE						
Remarks:	FRI	02-09-18					SAT	02-10-18					
	SUN	02-11-18					MON	02-12-18					
	TUE	02-13-18					WED	02-14-18					
	THU	02-15-18					() TOTAL WEEK TWO						
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD			

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THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIME SHEET	A.M.				P.M.				Daily Total Hours	
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 02-16-18 to 03-01-18 <hr/> Print Student Name <hr/> Student Signature	FRI 02-16-18									
	SAT 02-17-18									
	SUN 02-18-18									
	MON 02-19-18									
	TUE 02-20-18									
	WED 02-21-18									
	THU 02-22-18									() TOTAL WEEK ONE
Remarks:	FRI 02-23-18									
	SAT 02-24-18									
	SUN 02-25-18									
	MON 02-26-18									
	TUE 02-27-18									
	WED 02-28-18									
	THU 03-01-18									() TOTAL WEEK TWO
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD

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PRE-DATED TIME SHEET - SCHOOL YEAR 2017-2018

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	IN	OUT	IN	OUT	IN	OUT	IN	OUT					
Pay Period: 03-02-18 to 03-15-18 <hr/> Print Student Name <hr/> Student Signature	FRI	03-02-18					SAT	03-03-18					
	SUN	03-04-18					MON	03-05-18					
	TUE	03-06-18					WED	03-07-18					
	THU	03-08-18					() TOTAL WEEK ONE						
Remarks:	FRI	03-09-18					SAT	03-10-18					
	SUN	03-11-18					MON	03-12-18					
	TUE	03-13-18					WED	03-14-18					
	THU	03-15-18					() TOTAL WEEK TWO						
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD			

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THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIME SHEET	A.M.				P.M.				Daily Total Hours				
	IN	OUT	IN	OUT	IN	OUT	IN	OUT					
Pay Period: 03-16-18 to 03-29-18 <hr/> Print Student Name <hr/> Student Signature	FRI	03-16-18					SAT	03-17-18					
	SUN	03-18-18					MON	03-19-18					
	TUE	03-20-18					WED	03-21-18					
	THU	03-22-18					() TOTAL WEEK ONE						
Remarks:	FRI	03-23-18					SAT	03-24-18					
	SUN	03-25-18					MON	03-26-18					
	TUE	03-27-18					WED	03-28-18					
	THU	03-29-18					() TOTAL WEEK TWO						
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD			

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PRE-DATED TIME SHEET - SCHOOL YEAR 2017-2018

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIME SHEET	A.M.				P.M.				Daily Total Hours
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 03-30-18 to 04-12-18 <hr/> Print Student Name <hr/> Student Signature	FRI	03-30-18							
	SAT	03-31-18							
	SUN	04-01-18							
	MON	04-02-18							
	TUE	04-03-18							
	WED	04-04-18							
	THU	04-05-18							() TOTAL WEEK ONE
Remarks: <hr/> Signature: Department Head or Supervisor	FRI	04-06-18							
	SAT	04-07-18							
	SUN	04-08-18							
	MON	04-09-18							
	TUE	04-10-18							
	WED	04-11-18							
	THU	04-12-18							() TOTAL WEEK TWO
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THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIME SHEET	A.M.				P.M.				Daily Total Hours				
	IN	OUT	IN	OUT	IN	OUT	IN	OUT					
Pay Period: 04-13-18 to 04-26-18 <hr/> Print Student Name <hr/> Student Signature	FRI	04-13-18					SAT	04-14-18					
	SUN	04-15-18					MON	04-16-18					
	TUE	04-17-18					WED	04-18-18					
	THU	04-19-18											() TOTAL WEEK ONE
Remarks: <hr/> Signature: Department Head or Supervisor	FRI	04-20-18					SAT	04-21-18					
	SUN	04-22-18					MON	04-23-18					
	TUE	04-24-18					WED	04-25-18					
	THU	04-26-18											() TOTAL WEEK TWO
										TOTAL HOURS FOR PERIOD			

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	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
Pay Period: 04-27-18 to 05-10-18	FRI 04-27-18									
	SAT 04-28-18									
_____	SUN 04-29-18									
Print Student Name	MON 04-30-18									
_____	TUE 05-01-18									
Student Signature	WED 05-02-18									
	THU 05-03-18									() TOTAL WEEK ONE
Remarks:	FRI 05-04-18									
	SAT 05-05-18									
	SUN 05-06-18									
	MON 05-07-18									
	TUE 05-08-18									
	WED 05-09-18									
Signature: Department Head or Supervisor	THU 05-10-18									() TOTAL WEEK TWO
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- MAIL TIME SHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's pay check is not received by the following Wednesday, please contact our unit at 860-486-3474.