

PRE-DATED TIME SHEET - SUMMER 2019

		A.M.				P.M.				Daily Total Hours	
		IN	OUT	IN	OUT	IN	OUT	IN	OUT		
THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIME SHEET Pay Period: 05-10-19 to 05-23-19 <hr/> Print Student Name <hr/> Student Signature Remarks: <hr/> Signature: Department Head or Supervisor I hereby certify that this is a true statement of the hours worked by the student and that the student Performed his/her assigned job in a satisfactory manner.	FRI	05-10-19									
	SAT	05-11-19									
	SUN	05-12-19									
	MON	05-13-19									
	TUE	05-14-19									
	WED	05-15-19									
	THU	05-16-19									() TOTAL WEEK ONE
	FRI	05-17-19									
	SAT	05-18-19									
	SUN	05-19-19									
	MON	05-20-19									
	TUE	05-21-19									
	WED	05-22-19									
	THU	05-23-19									() TOTAL WEEK TWO
										TOTAL HOURS FOR PERIOD	

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

- 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.
- 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 office by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our office 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.
- 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.
- MAIL TIME SHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, 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 office at 860-486-3474.

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		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 05-24-19 to 06-06-19 <hr/> Print Student Name <hr/> Student Signature	FRI	05-24-19								
	SAT	05-25-19								
	SUN	05-26-19								
	MON	05-27-19								
	TUE	05-28-19								
	WED	05-29-19								
	THU	05-30-19								() TOTAL WEEK ONE
Remarks: <hr/> Signature: Department Head or Supervisor	FRI	05-31-19								
	SAT	06-01-19								
	SUN	06-02-19								
	MON	06-03-19								
	TUE	06-04-19								
	WED	06-05-19								
	THU	06-06-19								() TOTAL WEEK TWO
										TOTAL HOURS FOR PERIOD

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		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 06-07-19 to 06-20-19 <hr/> Print Student Name <hr/> Student Signature Remarks:	FRI	06-07-19								
	SAT	06-08-19								
	SUN	06-09-19								
	MON	06-10-19								
	TUE	06-11-19								
	WED	06-12-19								
	THU	06-13-19								() TOTAL WEEK ONE
	FRI	06-14-19								
	SAT	06-15-19								
	SUN	06-16-19								
	MON	06-17-19								
	TUE	06-18-19								
	WED	06-19-19								
Signature: Department Head or Supervisor	THU	06-20-19								() TOTAL WEEK TWO
TOTAL HOURS FOR PERIOD										

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	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
Pay Period: 06-21-19 to 07-04-19 <hr/> Print Student Name <hr/> Student Signature Remarks:	FRI	06-21-19								
	SAT	06-22-19								
	SUN	06-23-19								
	MON	06-24-19								
	TUE	06-25-19								
	WED	06-26-19								
	THU	06-27-19								() TOTAL WEEK ONE
	FRI	06-28-19								
	SAT	06-29-19								
	SUN	06-30-19								
	MON	07-01-19								
	TUE	07-02-19								
	WED	07-03-19								
	THU	07-04-19								() TOTAL WEEK TWO
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		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 07-05-19 to 07-18-19 <hr/> Print Student Name <hr/> Student Signature Remarks:	FRI	07-05-19								
	SAT	07-06-19								
	SUN	07-07-19								
	MON	07-08-19								
	TUE	07-09-19								
	WED	07-10-19								
	THU	07-11-19								() TOTAL WEEK ONE
	FRI	07-12-19								
	SAT	07-13-19								
	SUN	07-14-19								
	MON	07-15-19								
	TUE	07-16-19								
	WED	07-17-19								
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		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 07-19-19 to 08-01-19 <hr/> Print Student Name <hr/> Student Signature Remarks:	FRI 07-19-19									
	SAT 07-20-19									
	SUN 07-21-19									
	MON 07-22-19									
	TUE 07-23-19									
	WED 07-24-19									
	THU 07-25-19									() TOTAL WEEK ONE
	FRI 07-26-19									
	SAT 07-27-19									
	SUN 07-28-19									
	MON 07-29-19									
	TUE 07-30-19									
	WED 07-31-19									
	THU 08-01-19									() TOTAL WEEK TWO
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		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 08-02-19 to 08-15-19 <hr/> Print Student Name <hr/> Student Signature Remarks:	FRI	08-02-19								
	SAT	08-03-19								
	SUN	08-04-19								
	MON	08-05-19								
	TUE	08-06-19								
	WED	08-07-19								
	THU	08-08-19								() TOTAL WEEK ONE
	FRI	08-09-19								
	SAT	08-10-19								
	SUN	08-11-19								
	MON	08-12-19								
	TUE	08-13-19								
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	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIME SHEET									
Pay Period: 08-16-19 to 08-29-19	FRI 08-16-19								
	SAT 08-17-19								
	SUN 08-18-19								
_____	MON 08-19-19								
Print Student Name	TUE 08-20-19								
_____	WED 08-21-19								
Student Signature	THU 08-22-19								() TOTAL WEEK ONE
Remarks:	FRI 08-23-19								
	SAT 08-24-19								
	SUN 08-25-19								
	MON 08-26-19								
	TUE 08-27-19								
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