

ADJUSTMENT STUDENT EMPLOYEES TIMESHEET

BEGINNING DATE	ENDING DATE	TERM	PAY PERIOD	STUDENT ID #	LAST NAME	FIRST NAME
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ILLINOIS LABOR LAW REQUIRES A LUNCH HOUR BE TAKEN AND RECORDED IF STUDENT IS WORKING AT LEAST 7.5 HOURS.

WEEK 1	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
WEEK 1 TOTAL HOURS:						

WEEK 2	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
WEEK 2 TOTAL HOURS:						

TOTAL HOURS FOR PAY PERIOD:	
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SUPERVISOR'S DEPT.

EMPLOYEE'S JOB TITLE

I CERTIFY THAT THE TIME REPORTED IS CORRECT.

EMPLOYEE'S SIGNATURE

DATE

I VERIFY THAT THE HOURS APPEARING ON THIS TIMESHEET WERE COMPLETED AS STATE:

SUPERVISOR'S SIGNATURE

SUPERVISOR ID #

DATE

INSTRUCTIONS

1. Complete the form fields

2. Enter 'In' and 'Out' times for each date you are adding or amending time.

3. Total hours should be reported in quarter hour increments.

4. Both the student employee and the supervisor sign and date the form.

5. Submit this form to Payroll at payroll@artic.edu.

Supervisors are responsible for these records and should keep this timesheet as documentation of UKG change/ corrections to a student's record. This timesheet and any other forms of supporting documents of a student's timesheet changes are subject to audits.

COMMENTS