## REGULAR STUDENT EMPLOYEE TIME SHEET 502601

### Senior Information
- SS# or Empl ID#: ____________________________________________
- Dept. Name: ________________________________________________
- Name: ____________________________________________________
- Funding Dept or Grant #: _________________________________

### Pay Period Ending Date: ________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Total Wk 1</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Total Wk 2</th>
<th>Grand Total Hours</th>
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**Audited**

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Timekeeper Initials</th>
<th>Supervisor Printed Name</th>
<th>Supervisor Signature</th>
<th>Supervisor Telephone #</th>
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- **Contingent time sheets are due in the Payroll Office on Friday by 10:00 am** on the Contingent Pay Period Closing Date.
- Late time sheets may not be processed due to the time element of Central Payroll Bureau reporting.
- **This form is to be used on an exception basis only when the web timesheet is not available**

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Hours prior: ___________ Hours used: ___________ Hours remaining: ___________

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Revised 07/2008