

THE UNIVERSITY OF THE SOUTH

STUDENT TIME REPORT

(To be used by University of the South students enrolled in the college or the seminary)

Name _____
Full name as appears on Social Security Card

Student ID# _____

Department _____

Pay Period _____ | _____
Beginning Ending

Fund Number	_____
Fund Name	_____
ORG Number	_____
Program	_____
Rate per Hour	\$ _____

Note: Time sheets are due in the Payroll Department by 10 A.M. on Monday preceding Friday's payday.

DATE	MORNING		AFTERNOON		EVENING		DAILY TOTAL
	IN	OUT	IN	OUT	IN	OUT	

Total Hours worked

HRS	MINS

Total Hours shown are correct.

Employee Signature

Supervisor Signature

This time record will be maintained by the supervisor and not the employee
Enter beginning and ending time daily, morning, afternoon and evening, on the line for that date.

Note: Forms W-4 (Employee's Withholding Allowance Certificate) and I-9 (Employment Eligibility Verification) must be completed prior to payment for time worked.