

UConn

SCHOOL OF FINE ARTS

MUSIC

Student Payroll Time Sheet

	Date	A.M.				P.M.				Total Daily Hours
		In	Out	In	Out	In	Out	In	Out	
Friday										
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										

Period End Date

Print Name

Signature

Comments

Department Head/Supervisor
Print Name

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

Total Hours

Department Head/Supervisor
Signature

15 Minutes = .25	30 minutes = .50	45 minutes = .75
<u>Round to the nearest hour, 15, 30, or 45 minutes</u>		
0-7 minutes = .00	8 to 22 minutes = .25	23 to 37 minutes = .50
		38 to 52 minutes = .75

Time sheet MUST be turned in by 5pm Thursday of period end date!