

OFF-CAMPUS/ADJUSTMENT STUDENT EMPLOYEES TIMESHEET

| | | | | | | |
|----------------|-------------|------|------------|--------------|-----------|------------|
| BEGINNING DATE | ENDING DATE | TERM | PAY PERIOD | STUDENT ID # | LAST NAME | FIRST NAME |
|----------------|-------------|------|------------|--------------|-----------|------------|

ILLINOIS LABOR LAW REQUIRES A LUNCH HOUR BE TAKEN AND RECORDED IF STUDENT IS WORKING AT LEAST 7.5 HOURS.

EMPLOYER/SUPERVISOR'S DEPT.

EMPLOYEE'S JOB TITLE

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

I CERTIFY THAT THE TIME REPORTED IS CORRECT.

EMPLOYEE'S SIGNATURE

DATE

I VERIFY THAT THE HOURS APPEARING ON THIS TIMESHEET WERE COMPLETED AS STATED AND THAT THE WORK WAS:

- SATISFACTORY
 UNSATISFACTORY

EMPLOYER/SUPERVISOR/ALTERNATE'S SIGNATURE

EMPLOYER/SUPERVISOR ID #

DATE

INSTRUCTIONS

1. Complete "In" and "Out"
2. Complete and sign entire timesheet.
3. Submit this timesheet to your Supervisor no later than 10:00am on the Monday following each pay period. Keep a copy for your records.
4. Total hours should be reported in quarter hour increments.
5. Supervisors are responsible for these records and should keep this timesheet as documentation of ARTItime 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.

| 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:

COMMENTS