

STUDENT EMPLOYEES AMENDED TIMESHEET

PAY PERIOD DATES	STUDENT ID#	LAST NAME	FIRST NAME	STUDENT EMPLOYEE ASSIGNMENT NAME*
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*Note the specific assignment name, including the number prefix (ex: "02 Photo Lab Monitor"). *Student Assignment name can be found on the UKG time card underneath 'Assignment', or in the Job History Tab under 'Job'.*

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
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

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

EMPL RCD # *

I CERTIFY THAT THE TIME REPORTED IS CORRECT.

STUDENT 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 with accuracy - please DO NOT round or estimate in and out times
4. Both the student employee and the supervisor **MUST** sign and date the form.
5. Submit this form to Student Payroll at studentpayroll@saic.edu.
6. 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.

* EMPL RCD # can be found at the top of the student's work authorization and/or next to job title on UKG

** Time input must be in 12 hour format (ex. 8:30 am, 1:15 pm)

COMMENTS