



University of Wisconsin-Extension Student Time Sheet

Student Name: _____

Person ID No: _____

Dept. Name: _____

Dept. Address: _____

Pay Period: _____ through _____

Regular

Workstudy

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total	Wk.Ending

Report time in hours and minutes. (Example: 5 ½ hours = 5:30)

Total hours Rate

Funding (Div-Dept-Fund-Act-Acct)

Employee signature Date

Employees must have a current W-4 and I-9 on file. Report all changes to employment status, address, tax withholding, funding or rate to the UWEX Payroll and Staff Benefits Office. **Supervisor, please check the appropriate boxes and indicate on checksheet:**

Rate change Funding change

This is the student's last time sheet.

I confirm that I have firsthand knowledge or other means of verifying the work performed, and the accounting distribution of "total hours" represents a reasonable estimate of the satisfactorily performed work.

Supervisor signature Date