



University of Wisconsin-Extension
Student Time Sheet

Student Name: _____ Social Security No: _____

Dept. Name: _____ Dept. Address: _____

Pay Period: _____ through _____ [] Regular [] Workstudy

Table with 9 columns: Sun, Mon, Tues, Wed, Thurs, Fri, Sat, Total, Wk.Ending. Two empty rows for data entry.

Report time in hours and minutes. (Example: 5 1/2 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