STATE UNIVERSITY OF NEW YORK AT OSWEGO
STUDENT ASSISTANT TEMPORARY SERVICE TIME SHEET

INSTRUCTIONS: Time sheet must be completed in ink and signed by the employee and supervisor. Incomplete time sheets will be returned delaying payment until the following pay date.

Time sheets must be submitted to the Payroll Office, Room 409, Culkin Hall no later than 4:00 p.m. on the Friday following the end of each biweekly payroll period. Late submissions will delay payment until the following pay date.

Biweekly Time Record for the Period:
Beginning Thursday ___________________________ and Ending Wednesday ___________________________

Function # ____________________

SOC. SEC. NUMBER

PLEASE PRINT FULL NAME (No Nicknames or Abbreviated Versions)

FIRST (M.L.) (LAST)

HOURLY RATE

DAYS OF PAYROLL PERIOD

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<th>THURS</th>
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1st Week

Daily Totals

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2nd Week

Daily Totals

TOTAL HOURS WORKED ________

I certify that this is an accurate record of actual hours worked.

Employee's Signature ___________________________ Date ________

Supervisor's Signature ___________________________ Date ________