

****WORKSTUDY**** TIMESHEETS **MUST** BE SENT TO FINANCIAL AID

STUDENT TIMESHEET

COLUMBUS STATE UNIVERSITY

Name:		Employee ID:	Tax Treaty Country:
Department:		Pay Group:	Record #: 0
Pay End Date:	Department ID:	Mail Drop:	
Position Number:		Position Pool: PCW	

Week 1 Begin Date: (Enter hours worked per day rounded to the nearest tenth.)

Day	Earning Code	Account Code (If Different)	Time In	Time Out	Time In	Time Out	Daily Total
Sat							
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
Weekly Total							

Week 2 Begin Date: (Enter hours worked per day rounded to the nearest tenth.)

Day	Earning Code	Account Code (If Different)	Time In	Time Out	Time In	Time Out	Daily Total
Sat							
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
Weekly Total							

TOTAL HOURS FOR PAY PERIOD

The above information is a **true** and **accurate** statement of hours worked in the pay period indicated.

Employee Signature Date

Authorized Signature Date

PLEASE USE THE FOLLOWING GUIDELINES TO CALCULATE MINUTES:

0-2 min. = .0	15-20 min. = .3	33-38 min. = .6	51-56 min. = .9
3-8 min. = .1	21-26 min. = .4	39-44 min. = .7	57-60 min. = 1.0
9-14 min. = .2	27-32 min. = .5	45-50 min. = .8	