

# PLU Student Hourly Time Sheet

Student must have turned in employment paperwork and must have a hire request for this position in order for this time sheet to be processed.

<b>Step 1 – Student Authorization (all portions required)</b>	<b>*Pay periods run the 11<sup>th</sup> – 25<sup>th</sup> and the 26<sup>th</sup> – 10<sup>th</sup></b>
Name: _____	Pay Period: ___/___/___ Thru ___/___/___
PLU ID#: _____	Total hours worked in this period: _____
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	Total hours of sick leave used: _____
Student signature _____ Date _____	Department: _____
<b>*I the employee certify the hours recorded are accurate &amp; have been verified</b>	Position Title: _____

**Step 2 – Student Time Sheet – Please only one paper time sheet per pay period**

\*\*Write hours worked beginning with your first shift of the day. All time must be tracked in 15-minute increments (i.e: 1:00, 1:15, 1:30, 1:45). When calculating total hours worked 15 minutes is equal to .25 of an hour (12:15pm – 1:00pm is equal to 0.75 hours).

\*\*When using sick leave, **circle the hours under 'Times Worked' that apply to your missed shift.** Please check your sick leave balances on your last pay stub before including sick leave on this time sheet. **You will not be compensated for time reported that is not available to be used.**

Date	Times Worked	Total Hrs Worked	Total Sick Leave Used
Ex: 10/11/19	8:00am – 10:15am, 12:30pm – 1:15pm, 1:15pm – 3:00pm	3 hours	1.75 hours

<b>Step 3 – Supervisor Authorization (all portions required)</b>	
Supervisor name: _____ (Please print)	<div style="border: 1px solid black; width: 100%; height: 20px;"></div> Supervisor Signature (required for all) _____ Date _____
Rate Per hour (must be at least min): \$ _____	<div style="border: 1px solid black; width: 100%; height: 20px;"></div> Budget Head (required if supervisor is a student) _____ Date _____
FOAP # _____ 110001     1234     6201     11	<b>*I the supervisor certify the hours recorded are accurate &amp; have been verified</b>
<b>**FOAP and pay rate should match the hire request. We need live signatures of supervisor(s) in order to process**</b>	

In order to process this time sheet, we ask that you fill out as much of the form as possible.  
If you have any questions please contact the Payroll Office at (253) 535-7341.