PLU Student Worker Time Sheet

Student must have turned in employment paperwork in order for this time sheet to be processed.

Step 1 – Student Authorization (all portions required)		ired) *Pay periods run the 11 th – 25 th a	*Pay periods run the 11 th – 25 th and the 26 th – 10 th	
Name:		Pay Period:/	Thru/	
PLU ID#:		Total Worked Hours:		
		Total hours of sick leave used:	:	
Student Signature		ate Job Title:		
	rtify the hours recorded are accurate			
*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	Tim	nes Worked	Total Hrs Total Sick Worked Leave Used	
Ex: 5/26/23	8:00am – 10:15am, 12:30	Opm - 1:15pm (1:15pm - 3:00pm)	3 hours 1.75 hours	
			+ +	
			+ + + + + + + + + + + + + + + + + + + +	
Step 3 – Supervisor Authorization (all portions required)				
Hourly Pay Rate: \$		Supervisor name (printed):		
PLU Fund & Org #				
TEO Fullid & C.B	110001 - 1234 - xxxx - xx	Supervisor Signature *I the supervisor certify the hours recorded are accorded.	Date urate	
Information provided needs to match an active hire request on record in order to process				

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 or email payr@plu.edu.