

# Student Manual Time Sheet

Please return to the Payroll Office  
in Maryland Hall

Please indicate your employee status:  
 \_\_\_\_\_ New Employee  
 \_\_\_\_\_ Current Employee submitting previous pay period hours

**New Employees:** Until you have been set up as an employee in Banner, you will not be able to enter your hours via BannerWeb as current student employees do. Use this sheet to log the hours that you work daily until you are notified that you can enter your time via BannerWeb. If you hold multiple jobs, complete a timesheet for **each** job. Once your supervisor submits an EPAF that is approved by Student Employment, you will have access to the BannerWeb timesheet.

**Current Employees:** You may use this form to report hours worked during a pay period that is no longer accessible through BannerWeb because the deadline for online submission has passed. The hours you submit via this form will be processed on the next available payroll. You may view the Student Payroll Schedule online at <http://studentjobs.richmond.edu/payroll/index.html>

Student Name \_\_\_\_\_  
 Student UR ID# \_\_\_\_\_  
 Job Title & Department \_\_\_\_\_  
 Student Signature \_\_\_\_\_  
 Supervisor Signature \_\_\_\_\_  
 Supervisor Printed Name \_\_\_\_\_  
 Date \_\_\_\_\_

## TIME RECORD

Indicate "in" and "out" times to the nearest quarter of an hour.

WEEK ENDING \_\_\_\_\_ (Indicate the Saturday end date)

Sunday	In _____	Out _____	In _____	Out _____	Total Hours _____
Monday	In _____	Out _____	In _____	Out _____	Total Hours _____
Tuesday	In _____	Out _____	In _____	Out _____	Total Hours _____
Wednesday	In _____	Out _____	In _____	Out _____	Total Hours _____
Thursday	In _____	Out _____	In _____	Out _____	Total Hours _____
Friday	In _____	Out _____	In _____	Out _____	Total Hours _____
Saturday	In _____	Out _____	In _____	Out _____	Total Hours _____

WEEK ENDING \_\_\_\_\_ (Indicate the Saturday end date)

Sunday	In _____	Out _____	In _____	Out _____	Total Hours _____
Monday	In _____	Out _____	In _____	Out _____	Total Hours _____
Tuesday	In _____	Out _____	In _____	Out _____	Total Hours _____
Wednesday	In _____	Out _____	In _____	Out _____	Total Hours _____
Thursday	In _____	Out _____	In _____	Out _____	Total Hours _____
Friday	In _____	Out _____	In _____	Out _____	Total Hours _____
Saturday	In _____	Out _____	In _____	Out _____	Total Hours _____

**GRAND TOTAL OF HOURS** \_\_\_\_\_