

Off-Campus Timesheet Policy and Procedure

Student Employee Timesheet Access

Once hired, you will receive the timesheet template via email. If you do not receive this timesheet, please contact the work-study coordinator.

Once you receive the timesheet, complete the following required fields:

- Student Employee Name
- Tri-County Technical College identification number (T#)
- Supervisor's Name
- Work Location
- The Month and Year

Enter the time on the date you worked using the 24 hour format demonstrated at the top of the timesheet. For example, 9:00 am should be entered as 0900 and 9:15 am, should be entered as 0915.

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Work-Study Time Sheet

Tri-County Technical College

Printed Name: _____
 ID # **T** _____
 Employee Signature: _____

Supervisor: _____
 Work Location: _____
 Supervisor's Signature: _____

I certify this is a true statement of hours worked by Employee.

HOURS SHOULD BE ENTERED IN MILITARY TIME:
 9:00 AM 0900 3:00 PM 1500
 10:00 AM 1000 4:00 PM 1600
 11:00 AM 1100 5:00 PM 1700
 12:00 PM 1200 6:00 PM 1800
 1:00 PM 1300 7:00 PM 1900
 2:00 PM 1400 8:00 PM 2000

By my signature I hereby affirm and attest that the above information is true and accurately reflects the dates, times and hours worked. I understand that falsification of any information on this document will result in disciplinary action up to and including termination as well as prosecution under all applicable laws.

Month	Working Time	Actual Hours	Date Worked
16			0.00
17			0.00
18			0.00
19			0.00
20			0.00
21			0.00
22			0.00
23			0.00
24			0.00
25			0.00
26			0.00
27			0.00
28			0.00
29			0.00
30			0.00
31			0.00
Column A Total Hours Worked			0.00

Month	Working Time	Actual Hours	
			In
1			0.00
2			0.00
3			0.00
4			0.00
5			0.00
6			0.00
7			0.00
8			0.00
9			0.00
10			0.00
11			0.00
12			0.00
13			0.00
14			0.00
15			0.00

Column B Total Hours Worked 0.00

Column A Total Hours Worked 0.00

Total Hours Worked 0.00

Student Employee Timesheet Submission

Student employees are responsible for submitting their timesheets by the 15th of each month. Timesheets should be printed and signed by the student employee prior to submission.