

# Regent University Temporary Time Sheet

(Use to pay Student Workers, GA's, and Temporary Employees)



Employee Name		<input type="checkbox"/> Student Worker <input type="checkbox"/> Graduate Assistant <input type="checkbox"/> Temporary Employee	Social Security Number: Enter Last Four <table border="1" style="width: 100%; text-align: center;"> <tr> <td>X</td><td>X</td><td>X</td><td>-</td><td>X</td><td>X</td><td>-</td><td></td><td></td><td></td><td></td> </tr> </table>	X	X	X	-	X	X	-				
X	X	X	-	X	X	-								
Department where Employee Regularly Works:	Department (Cost Center) to Charge:	Account Number to Charge:	Activity Number to Charge:	Student Wages - #517000 Temporary Wages - #518500										

## Description of work performed

## Amount of Pay

\$ \_\_\_\_\_ . \_\_\_\_\_ per hour (Complete Hours Below)

**Date/Dates Work Performed**      **Month:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Hours worked this period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TOTAL
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL

Enter hours in each date. Round to nearest quarter hour. (Example: 2.25 for 2 hours and 15 minutes.) Time sheets are due to Payroll two days following a payday.

Employee Signature	Date	Department Manager Name (Please Print)	Department Manager (Signature)	Date
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Please complete all information requested and submit to the Payroll Office, Adm. 134. Incomplete Time Sheets will be returned for completion and may result in the paycheck being delayed.