

MONTH: _____ YEAR: _____ (____/25/____ - ____/24/____)

STUDENT CORPS MONTHLY TIMESHHEET

UNIVERSITY OF CALIFORNIA, SANTA CRUZ

Hours worked are not to exceed an average of 19.00 hours/week or 76 hours/month.

NAME: _____ SOCIAL SECURITY #: _____

	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total
Job #:																																
Job #:																																
Job #:																																

Job #: _____ Job Title: _____
 UCSC Department: _____

Job #: _____ Job Title: _____
 UCSC Department: _____

Job #: _____ Job Title: _____
 UCSC Department: _____

I certify that this is a true statement of the hours actually worked.

Student Employee Signature: **(X)** _____

FOR CAREER CENTER USE ONLY:
 Career Center Supervisor Name (Print): Cyndi Edinger, 459-2789

Payroll Authorization: _____

Account Number: _____ Pay Rate: _____ Total Hours Worked: _____ Total Earnings: _____

68890-680580 \$7.12/hour x _____ = _____

INSTRUCTIONS FOR USE OF TIMESHHEET

1. Record daily the number of hours actually worked, to the nearest quarter hour, in decimals.
2. This timesheet must be signed by the Student Corps employee and Career Center Supervisor.
3. Completed Weekly Time Records with Unit Supervisor Signatures must be attached to this timesheet for processing.
4. Completed and signed timesheets must be submitted to the Career Center by the 24th of each month at 10AM. Late submissions will delay payment by one month.

DUE BY THE 24TH OF EACH MONTH!