

JOB

STOP

Completion is at Option of Supervisor

START

LOCATION

**EMPLOYEE NAME** 

EMPLOYEE ID

TIME START

STOP

Coral Gables, Florida 33124

ASSIGN

STOP

START

# HOURLY PAID STUDENT TIME REPORT

PAY PERIOD M THRU **RETURN BY** PERIOD ID FROM CLASSIFICATION TITLE **POSITION** STD. HRS. DO NOT use this time sheet for Federal Work Study Student Assignments. esponsibility for ment Policies ust be approved nts will be paid

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HRS.	1 1/2 HRS
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STOP

OVERTIME ACCOUNT OVERRIDE

START

Scheduled Work Hours

350	HOURS	ACCOUNT		SIGNATURE
CODE	HOURS	ACCOUNT		1
			NAME (PRINT)	SIGNATURE

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REGULAR ACCOUNT OVERRIDE

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CODE HOURS ACCOUNT	<b>:::</b>	,	
	889	SIGNATURE	
CODE HOURS ACCOUNT			
	NAME (PRINT)	SIGNATURE	

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PHONE	SIGNATURE OF EMPLOYEE	DATE SIGNED
PHONE	AUTHORIZED SIGNATURE	DATE SIGNED

# **Timesheet Collection Points**

#### **CORAL GABLES CAMPUS**

Ashe Building - under the stairs, across from the Office of Financial Assistance Services
Rhodes House (Building 37) - under the stairs across from 37-D
Law School - 1st floor by courtyard
Max Orovitz Building - lobby
Merrick Building - 1st floor across from elevator
School of Music - 1st floor by courtyard

## MEDICAL CAMPUS

Put your completed and approved timesheets on an envelope clearly marked "PAYROLL". Place the envelope containing the timesheet on the box marked "HAND DELIVER" located on the Sewell Building -- First Floor.

You may also turn in your timesheet to the Medical Finance Department, 105 Professional Arts Building, or any of the Coral Gables Campus timesheet location boxes. Make sure you turn in time sheets on time AND make sure you keep your copy.

### **ROSENSTIEL CAMPUS**

Deliver timesheets to the Dean's Office - 107 SLAB Building

You may also turn in your time sheet on any of the Coral Gables Campus timesheet location boxes. Make sure you turn in time sheets on time AND make sure you keep your copy.

Timesheets are due in collection boxes by 5:00 p.m. (Coral Gables Campus) and by 10:00 a.m. (Medical and RSMAS campuses).