UNIVERSITY OF SOUTHERN INDIANA

Student Time Report

Employee Name (printed) _____ Employee ID # _____

Department Name _____ Org # _____

Reporting Period From _____ Thru _____

Record hours worked to the nearest quarter of an hour (0.25, 0.50, 0.75, 1.00).

DAY	HOURS WORKED
SATURDAY	
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
TOTAL – WEEK 1	
SATURDAY	
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
TOTAL – WEEK 2	
GRAND TOTAL	

EARNINGS CODES	Student Worker	022	023	
	Federal Work Study	027	028	

For Summer only: I am **CURRENTLY** enrolled in at least 2 credit hours during:

Summer I	Yes ☐	No ☐
Summer II	Yes ☐	No ☐
Summer III	Yes ☐	No ☐

Failure to complete this area could result in improper FICA taxation.

I certify that the above information is correct.

Supervisor Phone Extension: _____

_____ _____ _____ _____

Employee Signature *Date* *Supervisor Signature* *Date*

SEE REVERSE SIDE FOR INSTRUCTIONS

Approved by the State Board of Accounts for University of Southern Indiana 1999

Internal Revenue Service (IRS) regulations require a 6-hour enrollment during Spring/Fall semesters or a 2-hour enrollment during summer semesters to maintain FICA exemption. Any period of non-enrollment as defined above for FICA purposes will result in FICA taxation.

INSTRUCTIONS FOR COMPLETING STUDENT TIME REPORT

1. Print or type your name as it appears on your Social Security card. Your name and Social Security number for the University payroll records should be identical to the information which appears on your Social Security card.

2. Complete department name; month, day and year for reporting period; employee ID number; and five-digit org number.

3. For each day, enter total hours worked in quarter hours (**0.25, 0.50, 0.75, 1.00**).

4. Total the hours for each week; then total the two weeks for a grand total.

5. Review the time sheet and sign and date on the designated line.

6. Turn the completed time sheet in to the designated person in your department by your department's due date for supervisor's signature.

7. If time sheets are not submitted or if they are incorrect or incomplete, pay will not be processed for the designated pay period. Pay will be processed on the next regular payroll, provided correct information is submitted to the Payroll Office.

For your convenience, the following worksheet is provided to help you account for time worked. Only the daily total should be entered on the time report on the reverse side.

Week 1

Date	Time In	Time Out	Hours Worked

Total Week 1 _____

Week 2

Date	Time In	Time Out	Hours Worked

Total Week 2 _____

Grand Total _____