# CLARK ATLANTA UNIVERSITY
## Student Worker Timesheet

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Out for Lunch</th>
<th>In from Lunch</th>
<th>Total Hours</th>
</tr>
</thead>
</table>

### Week 1:
- Monday: AM PM HR
- Tuesday: AM PM HR
- Wednesday: AM PM HR
- Thursday: AM PM HR
- Friday: AM PM HR
- Saturday: AM PM HR
- Sunday: AM PM HR

**Week 1 Subtotal** HR

### Week 2:
- Monday: AM PM HR
- Tuesday: AM PM HR
- Wednesday: AM PM HR
- Thursday: AM PM HR
- Friday: AM PM HR
- Saturday: AM PM HR
- Sunday: AM PM HR

**Week 1 Subtotal** HR

**TOTAL APPROVED HOURS** HR

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**Instructions:**
1. Record hours using decimals, and round to quarter hours (e.g. 7.5 equals seven and one half hours, 7.75 equals seven hours and forty-five minutes).
2. The Payroll Calendar is available on the CAU website, on the Human Resources page.
3. Timesheets must be signed by the student and supervisor, and are due in the Salary Administration Office by noon on the due date.
4. Separate timesheets should be completed for each pay period, if a student is reporting time outside of the current pay period.
5. Non-exempt employees will be paid overtime at a rate of 1 1/2 times the normal hourly rate for hours worked over 40 per week.
6. Departments with more than one hourly student worker should submit all timesheets in a batch, with a Payroll Summary Sheet. The summary sheet should include all names, and indicate zero hours for students who did not work during the period.
7. It is the Supervisor's responsibility to ensure that all hourly student workers submit timesheets for each pay period worked.

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**Student Signature** ______________________  **Supervisor Signature** ______________________