

# CLARK ATLANTA UNIVERSITY

## Student Worker Timesheet

**Student Name** \_\_\_\_\_  
**ID** \_\_\_\_\_  
**Student Title** \_\_\_\_\_  
**Pay period start date** \_\_\_\_\_  
**Pay period end date** \_\_\_\_\_  
**Department / Project** \_\_\_\_\_  
**Budget code** \_\_\_\_\_  
**Supervisor** \_\_\_\_\_  
**Supv. extension** \_\_\_\_\_

Day	Date	Time In	Out for Lunch	In from Lunch	Time Out	Total Hours
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**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

**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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Supervisor Signature