

Student Employment Two-Week Timesheet



Employee Name								Job Combo Code			Fiscal Year
	MM	DD	In	Out	In	Out	Total Hours	Assignments/ Tasks:			
MON											
TUE											
WED											
THU											
FRI											
SAT											
SUN											
Week One											

	MM	DD	In	Out	In	Out	Total Hours	Assignments/ Tasks:			
MON											
TUE											
WED											
THU											
FRI											
SAT											
SUN											
Week Two											

I have entered the above hours in PeopleSoft: Y / N								Student Signature: _____ Date: _____																		
My Work Study balance for this position as of the last PeopleSoft pay period in \$(dollars) is:								Example: WS status on bottom of your PeopleSoft time table → <table border="1" style="margin-left: 20px;"> <thead> <tr> <th colspan="5">Work Study Balance as of your last pay check</th> </tr> <tr> <th>Hourly Rate</th> <th>Eligibility Amount</th> <th>Earned Amount</th> <th>Remaining Amount</th> <th>Remaining Hours</th> </tr> </thead> <tbody> <tr> <td>9.75</td> <td>1600.00</td> <td>419.25</td> <td>1180.75</td> <td>121.10</td> </tr> </tbody> </table>				Work Study Balance as of your last pay check					Hourly Rate	Eligibility Amount	Earned Amount	Remaining Amount	Remaining Hours	9.75	1600.00	419.25	1180.75	121.10
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Hourly Rate	Eligibility Amount	Earned Amount	Remaining Amount	Remaining Hours																						
9.75	1600.00	419.25	1180.75	121.10																						
I have approved the above hours in PeopleSoft: Y / N								Supervisor Signature: _____ Date: _____																		

Time Reporting

PeopleSoft time entry instructions	http://www.uvm.edu/hrs/skills/manuals/enterwagetime.pdf
PeopleSoft time entry/approval deadlines & dates of pay!	http://www.uvm.edu/~cntrllrs/?Page=payroll/schedules.html&SM=payrollmenu.html
Direct deposit instructions	http://www.uvm.edu/hrs/skills/manuals/personalinfo.pdf
PeopleSoft Resources	

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