

Please record time on this form until access to TimeClock Plus is established for your job. Once established, your supervisor should provide you with instructions for clocking in, clocking out, approving time, the best method to notify them if corrections need to be made, and how they will notify you when the correction has been made so you can approve.

**SAMFORD STUDENT PAYROLL TIMESHEET**

Student Employee \_\_\_\_\_ SUID \_\_\_\_\_

Department \_\_\_\_\_ Position/Title \_\_\_\_\_

Date worked	Times worked ( <b>begin and end times</b> )	Daily Total
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**Total hours worked:** \_\_\_\_\_

I hereby certify that this time report correctly reflects all time worked by me for the dates indicated.

Student employee signature: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

Supervisor SUID or Email: \_\_\_\_\_