

**BELMONT UNIVERSITY
OFF-CAMPUS STUDENT EMPLOYEE
MONTHLY TIME SHEET**

This time sheet is to be used **ONLY** by Federal Work-Study students working in a
off-campus community service position

NAME AND BU ID# OF STUDENT EMPLOYEE	25765	10020	60130	705
	FUND	ORGN	ACCOUNT	PROGRAM
MONTH / YEAR	COMMUNITY SERVICE ORGANIZATION			

RECORD TOTAL NUMBER OF HOURS WORKED DAILY TO THE NEAREST QUARTER HOUR

WORK WEEK ENDING	MON.	TUES.	WED.	THURS	FRI	SAT	SUN	TOTAL HOURS
	IN	IN	IN	IN	IN	IN	IN	
	OUT	OUT	OUT	OUT	OUT	OUT	OUT	
	IN	IN	IN	IN	IN	IN	IN	
	OUT	OUT	OUT	OUT	OUT	OUT	OUT	
	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	
	IN	IN	IN	IN	IN	IN	IN	
	OUT	OUT	OUT	OUT	OUT	OUT	OUT	
	IN	IN	IN	IN	IN	IN	IN	
	OUT	OUT	OUT	OUT	OUT	OUT	OUT	
	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	
	IN	IN	IN	IN	IN	IN	IN	
	OUT	OUT	OUT	OUT	OUT	OUT	OUT	
	IN	IN	IN	IN	IN	IN	IN	
	OUT	OUT	OUT	OUT	OUT	OUT	OUT	
	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	
	IN	IN	IN	IN	IN	IN	IN	
	OUT	OUT	OUT	OUT	OUT	OUT	OUT	
	IN	IN	IN	IN	IN	IN	IN	
	OUT	OUT	OUT	OUT	OUT	OUT	OUT	
	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	
	IN	IN	IN	IN	IN	IN	IN	
	OUT	OUT	OUT	OUT	OUT	OUT	OUT	
	IN	IN	IN	IN	IN	IN	IN	
	OUT	OUT	OUT	OUT	OUT	OUT	OUT	
	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	

STUDENT RATE OF PAY \$11.00

TOTAL MONTHLY HOURS WORKED: _____

Federal Work-Study awards are individually based and cleared through Student Financial Services.
I CERTIFY THAT THE ABOVE IS A TRUE STATEMENT OF THE HOURS WORKED BY THE NAMED STUDENT DURING WEEKS
SPECIFIED.

SIGNATURE OF EMPLOYER/SUPERVISOR _____ DATE _____

SIGNATURE OF EMPLOYEE _____ DATE _____

Student time sheets must be submitted to the Payroll Office on the 1st business day of the month. Student payroll checks will be issued on the 2nd working Friday of the month available for pickup at Belmont Central, or through Direct Deposit.

Belmont University

Student Timesheet & Payroll Schedule 2009-2010

Hours Worked During the Month of:	Payroll Information Due <i>Web Time Entry Submitted by Student AND Approved by Supervisor:</i>	Payroll Date
July	August 3	August 14
August	September 1	September 11
September	October 1	October 9
October	November 2	November 13
November	December 1	December 11
December	January 4	January 8
January	February 1	February 12
February	March 1	March 12
March	April 1	April 9
April	May 3	May 14
May	June 1	June 11
June	July 1	July 9

Student time sheets must be submitted on the first working day of the month. Student payroll checks will be issued on the second working Friday of the month.

Student payroll checks will be available at Belmont Central on the Payroll Date. Students also have the option to receive their paycheck by Direct Deposit. Enrollment is free and can be completed at Belmont Central.