

St. Thomas University - Student Time Sheets

Please print

_____ Name _____ Student #

Payperiod: December 23, 2023 to January 5, 2024
Paydate: January 12, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS	
Saturday	DEC 23/23	CHRISTMAS BREAK - UNIVERSITY CLOSED					
Sunday	DEC 24/23	CHRISTMAS BREAK - UNIVERSITY CLOSED					
Monday	DEC 25/23	CHRISTMAS BREAK - UNIVERSITY CLOSED					
Tuesday	DEC 26/23	CHRISTMAS BREAK - UNIVERSITY CLOSED					
Wednesday	DEC 27/23	CHRISTMAS BREAK - UNIVERSITY CLOSED					
Thursday	DEC 28/23	CHRISTMAS BREAK - UNIVERSITY CLOSED					
Friday	DEC 29/23	CHRISTMAS BREAK - UNIVERSITY CLOSED					
Saturday	DEC 30/23	CHRISTMAS BREAK - UNIVERSITY CLOSED					
Sunday	DEC 31/23	CHRISTMAS BREAK - UNIVERSITY CLOSED					
Monday	JAN 1/24	CHRISTMAS BREAK - UNIVERSITY CLOSED					
Tuesday	JAN 2/24	CHRISTMAS BREAK - UNIVERSITY CLOSED					
Wednesday	JAN 3/24						
Thursday	JAN 4/24						
Friday	JAN 5/24						
					TOTAL HOURS		

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - _____ - _____ - _____ \$ _____ X _____ = \$ _____ _____ - _____ - _____ - _____
 Budget Number Hourly Rate * Total Hours Total Deposit Top-Up Budget Number (if applicable)
 * (Hourly rate includes 4% vacation pay)

_____ Department _____ Position Worked _____ Supervisor - please print and sign name

**Please review Student Employment Classification Rubric on Human Resources Website*

_____ Department Chair / Director Authorization

St. Thomas University - Student Time Sheets

Please print

Name

Student #

Payperiod: January 6, 2024 to January 19, 2024

Paydate: January 26, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Jan 6/24					
Sunday	Jan 7/24					
Monday	Jan 8/24					
Tuesday	Jan 9/24					
Wednesday	Jan 10/24					
Thursday	Jan 11/24					
Friday	Jan 12/24					
Saturday	Jan 13/24					
Sunday	Jan 14/24					
Monday	Jan 15/24					
Tuesday	Jan 16/24					
Wednesday	Jan 17/24					
Thursday	Jan 18/24					
Friday	Jan 19/24					
TOTAL HOURS						

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - ____ - _____ - _____ \$ _____ X _____ = \$ _____ _____ - ____ - _____ - _____
 Budget Number Hourly Rate * Total Hours Total Deposit Top-Up Budget Number (if applicable)
 * (Hourly rate includes 4% vacation pay)

_____ _____ _____
 Department Position Worked Supervisor - please print and sign name

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Department Chair / Director Authorization

St. Thomas University - Student Time Sheets

Please print _____

Name

_____ Student #

Payperiod: January 20, 2024 to February 2, 2024

Paydate: February 9/24

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Jan 20/24					
Sunday	Jan 21/24					
Monday	Jan 22/24					
Tuesday	Jan 23/24					
Wednesday	Jan 24/24					
Thursday	Jan 25/24					
Friday	Jan 26/24					
Saturday	Jan 27/24					
Sunday	Jan 28/24					
Monday	Jan 29/24					
Tuesday	Jan 30/24					
Wednesday	Jan 31/24					
Thursday	Feb 1/24					
Friday	Feb 2/24					
					TOTAL HOURS	

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_____ - ____ - _____ - _____ \$ _____ X _____ = \$ _____
 Budget Number Hourly Rate * Total Hours Total Deposit Top-Up Budget Number (if applicable)

* (Hourly rate includes 4% vacation pay)

_____ Department _____ Position Worked _____ Supervisor - please print and sign name

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_____ Department Chair / Director Authorization

St. Thomas University - Student Time Sheets

Please print _____
Name Student #

Payperiod: February 3, 2024 to February 16, 2024

Paydate: February 23, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Feb 3/24					
Sunday	Feb 4/24					
Monday	Feb 5/24					
Tuesday	Feb 6/24					
Wednesday	Feb 7/24					
Thursday	Feb 8/24					
Friday	Feb 9/24					
Saturday	Feb 10/24					
Sunday	Feb 11/24					
Monday	Feb 12/24					
Tuesday	Feb 13/24					
Wednesday	Feb 14/24					
Thursday	Feb 15/24					
Friday	Feb 16/24					
TOTAL HOURS						

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - ____ - _____ - _____ \$ _____ X _____ = \$ _____ _____ - ____ - _____ - _____
 Budget Number Hourly Rate * Total Hours Total Deposit Number (if applicable)
 * (Hourly rate includes 4% vacation pay)

_____ _____ _____
 Department Position Worked Supervisor - please print and sign name

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 Department Chair / Director Authorization

St. Thomas University - Student Time Sheets

Please print _____
Name Student #

Payperiod: February 17, 2024 to March 1, 2024
Paydate: March 8, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS	
Saturday	Feb 17/24						
Sunday	Feb 18/24						
Monday	Feb 19/24	FAMILY DAY - UNIVERSITY CLOSED					
Tuesday	Feb 20/24						
Wednesday	Feb 21/24						
Thursday	Feb 22/24						
Friday	Feb 23/24						
Saturday	Feb 24/24						
Sunday	Feb 25/24						
Monday	Feb 26/24						
Tuesday	Feb 27/24						
Wednesday	Feb 28/24						
Thursday	Feb 29/24						
Friday	Mar 1/24						
					TOTAL HOURS		

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - _____ - _____ - _____ \$ _____ X _____ = \$ _____ _____ - _____ - _____ - _____
 Budget Number Hourly Rate * Total Hours Total Deposit Number (if applicable)
 * (Hourly rate includes 4% vacation pay)

_____ Department _____ Position Worked _____ Supervisor - please print and sign name

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Please print _____
Name Student #

Payperiod: March 2, 2024 to March 15, 2024
Paydate: March 22, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS	
Saturday	Mar 2/24						
Sunday	Mar 3/24						
Monday	Mar 4/24	READING WEEK - NO CLASSES					
Tuesday	Mar 5/24	READING WEEK - NO CLASSES					
Wednesday	Mar 6/24	READING WEEK - NO CLASSES					
Thursday	Mar 7/24	READING WEEK - NO CLASSES					
Friday	Mar 8/24	READING WEEK - NO CLASSES					
Saturday	Mar 9/24						
Sunday	Mar 10/24						
Monday	Mar 11/24						
Tuesday	Mar 12/24						
Wednesday	Mar 13/24						
Thursday	Mar 14/24						
Friday	Mar 15/24						
TOTAL HOURS							

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - - - -	\$ _____ X	_____ =	\$ _____	_____ - - - -
Budget Number	Hourly Rate *	Total Hours	Total Deposit	Number (if applicable)
	* (Hourly rate includes 4% vacation pay)			

Department	Position Worked	Supervisor - please print and sign name
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Department Chair / Director Authorization

St. Thomas University - Student Time Sheets

Please print _____

Name

Student #

Payperiod: March 16, 2024 to March 29, 2024

Paydate: April 5, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Mar 16/24					
Sunday	Mar 17/24					
Monday	Mar 18/24					
Tuesday	Mar 19/24					
Wednesday	Mar 20/24					
Thursday	Mar 21/24					
Friday	Mar 22/24					
Saturday	Mar 23/24					
Sunday	Mar 24/24					
Monday	Mar 25/24					
Tuesday	Mar 26/24					
Wednesday	Mar 27/24					
Thursday	Mar 28/24					
Friday	Mar 29/24	GOOD FRIDAY - UNIVERSITY CLOSED				
TOTAL HOURS						

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	\$	X	=	\$	
Budget Number	Hourly Rate *	Total Hours		Total Deposit	Top-Up Budget Number (if applicable)
	* (Hourly rate includes 4% vacation pay)				
Department	Position Worked			Supervisor - please print and sign name	

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Department Chair / Director Authorization

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Please print _____

Name

_____ Student #

Payperiod: March 30, 2024 to April 12, 2024

Paydate: April 19, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Mar 30/24					
Sunday	Mar 31/24					
Monday	Apr 1/24	EASTER MONDAY - UNIVERSITY CLOSED				
Tuesday	Apr 2/24					
Wednesday	Apr 3/24					
Thursday	Apr 4/24					
Friday	Apr 5/24					
Saturday	Apr 6/24					
Sunday	Apr 7/24					
Monday	Apr 8/24					
Tuesday	Apr 9/24					
Wednesday	Apr 10/24					
Thursday	Apr 11/24					
Friday	Apr 12/24	READING DAY - NO CLASSES				
TOTAL HOURS						

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Budget Number	Hourly Rate *	Total Hours	Total Deposit	Top-Up Budget Number (if applicable)	
	* (Hourly rate includes 4% vacation pay)				

Department	Position Worked	Supervisor - please print and sign name
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Department Chair / Director Authorization

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Please print _____

Name

_____ Student #

Payperiod: April 13, 2024 to April 26, 2024

Paydate: May 3, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Apr 13/24					
Sunday	Apr 14/24					
Monday	Apr 15/24	EXAMS				
Tuesday	Apr 16/24	EXAMS				
Wednesday	Apr 17/24	EXAMS				
Thursday	Apr 18/24	EXAMS				
Friday	Apr 19/24	EXAMS				
Saturday	Apr 20/24	EXAMS				
Sunday	Apr 21/24					
Monday	Apr 22/24					
Tuesday	Apr 23/24					
Wednesday	Apr 24/24					
Thursday	Apr 25/24					
Friday	Apr 26/24					
TOTAL HOURS						

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_____ - ____ - _____	\$	X	=	\$	_____ - ____ - _____
Budget Number	Hourly Rate *		Total Hours	Total Deposit	Top-Up Budget Number (if applicable)
	* (Hourly rate includes 4% vacation pay)				

Department	Position Worked	Supervisor - please print and sign name
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Department Chair / Director Authorization

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Please print

_____ Name _____ Student #

Payperiod: April 27, 2024 to May 10, 2024
Paydate: May 17, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Apr 27/24					
Sunday	Apr 28/24					
Monday	Apr 29/24					
Tuesday	Apr 30/24					
Wednesday	May 1/24					
Thursday	May 2/24					
Friday	May 3/24					
Saturday	May 4/24					
Sunday	May 5/24					
Monday	May 6/24					
Tuesday	May 7/24					
Wednesday	May 8/24					
Thursday	May 9/24					
Friday	May 10/24					
TOTAL HOURS						

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Budget Number Hourly Rate * Total Hours Total Deposit Top-Up Budget Number (if applicable)

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