

# WLU STUDENT TIME SHEET - NON RESEARCH

**This form is not to be used for research grant work**

1. Are you a new employee  Yes  No

2. Are you a registered (Under) Graduate Student?  Yes  No

If Yes to #1, Please complete the following forms:

Authorization to Hire

Direct Deposit Authorization

TD1 and TD1ON (optional)

and submit them to your supervisor

**PAY NO:** \_\_\_\_\_

<b>WLU (Student) ID#</b>			
<b>Employee Name:</b>			
<b>Hourly Rate:</b>			
4% vacation extra will be applied			
<b>Index (Dept) Code:</b>		<b>Account:</b>	6 _ _ _ _ _
<b>Supervisor (Please Print):</b>			
<b>Supervisor Signature:</b>			

Day	Date	In	Out	In	Out		Regular Hours	Hours > 44	Holiday Hours
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
						<b>Total Week 1</b>			
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
						<b>Total Week 2</b>			
						<b>Grand Total</b>			