

Student Employment Time Sheet

Date / /

Location: Savannah Atlanta

Pay period:

Student's full name (please print)

Department code (see back)

Social Security No.

SCAD Card No.

Week one

Date	Day	In	Out	In	Out	Total hours
	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					

Total hours for week one

Week two

Date	Day	In	Out	In	Out	Total hours
	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					

Total hours for week two

Student's signature

Date

Supervisor's signature

Date

Total hours overall

Distribution: White-payroll, Yellow-student, Pink-supervisor

N01632

Student Employment Time Sheet

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Total hours for week one

Week two

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	Sunday					
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	Tuesday					
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	Saturday					

Total hours for week two

Student's signature

Date

Supervisor's signature

Date

Total hours overall

Distribution: White-payroll, Yellow-student, Pink-supervisor

N01632

Department Codes

Department	Code	Department	Code	Department	Code	Department	Code
Academic Services	21100	Computer Lab – Montgomery	27400	Galleries	47300	Photography	14300
Admission	31800	Corporate Relations	44500	Graphic Design	12400	Printmaking	13600
Alexander Hall	53005	Crites Hall	53103	Gryphon Tea Room	62400	Industrial Design	12700
Alumni Services	44200	Department 61	43400	Student Counseling and Disability Services	34600	Residence Life and Housing	34200
Anderson Hall	53010	Development	44300	Historic Preservation	11300	Sculpture	13800
Architectural History	11100	Eichberg Hall	53065	Historic Savannah	11600	Sequential Art	14400
Architecture	11200	e-Learning	21300	Illustration	12500	Slide Library	24200
Art History	13100	ESL	15000	Interior Design	11400	Student Activities	34300
Book Buddies/Tutoring	34400	Ex Libris framing	63140	Jen Library	24100	Student Media	35000
Chronicle	82000	Fashion	12100	Media and Performing Arts	14200	Trustees Theater	63600
CIAD Lab	26000	Fibers	12200	Model Shop	28000	Wallin Hall	53200
College Photography	43200	Film and Television	27500	Norris Hall	53145	Writing Center	13310
College Printing	43300	Fitness Center	32180	Painting	13400		
Computer Lab – Dyson	27100	Foundation Studies	13200	Pepe Hall	53015		
Computer Lab – Jen Library	27200	Furniture Design	12300				

Student instructions for filling out work-study time sheets

1. Enter the current date in the space provided.
2. Enter work location.
3. Write the date in which the work week ends in the appropriate space.
4. Neatly print your full name.
5. Find your department code from the list above and write it in the space provided.
6. Write your Social Security number and SCAD ID number in the appropriate spaces.
7. Indicate the date that corresponds to the day of the week in the “date” column.
8. Enter the correct in/out times for each day in the “in” and “out” columns.
9. Calculate the number of hours worked each day and write that number in the “total hours” column.
10. When calculating the amount of time worked, round minutes to the nearest quarter hour. One hour and seven minutes is recorded as one hour. One hour and 10 minutes is recorded as 1.25 hours.
11. Add up the total hours for week one and write the number in the “total hours for week one” column.
12. Fill out the week two section, using the instructions listed in steps 6–10.
13. Add up the total hours for weeks one and two, and write the figure in the space provided for “total hours overall.”

General information

- One time sheet is used per biweekly pay period.
- Students may not work more than a total of 20 hours per week, or more than the approved number of hours per position.
- Students may not work more than a six-hour shift during a 24-hour period.
- Work-study students are not allowed to work after departments officially close and are not paid for the extra hours.
- All work-study time sheets must be turned in biweekly to the supervisor.
- The supervisor is responsible for checking the times worked, as well as the calculation of total hours worked.
- Incomplete time sheets are held until corrected. Once completed, time sheets are submitted for payment during the following pay period.
- The following tax information must be on file with the student employment coordinator or time sheets will be held for payment: W-4, G-4, I-9, copies of two forms of ID (students Social Security number must be verified).

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