UNCA TIME SHEET - STUDENT

SEE CRITICAL INFORMATION ON BACK BEFORE BEGINNING WORK!

CHECK APPROPRIATE BOX FOR NUMBER OF HOURS ENROLLED FOR THE CURRENT SEMESTER

☐ 3 – 11 HRS (1450) ☐ 12 OR MORE HRS (1450)

SOCIAL SECURITY NUMBER ____ ____ ____ ____ ____ ____ ____ ____ ____

FULL NAME _____

PERMANENT ADDRESS _____

_____

BUDGET ACCOUNT CODE ____ - ____ ____ ____ ____ ____ - ____ ____ ____ ____

APPROVED (DEPT HEAD) _____
Signature certifies information is true and accurate.

_____
Print Name of Approving Signature

DATE	ACTIVITY	HOURS WORKED (Round minutes to nearest ¼ hour)

My signature certifies the above information is true and accurate!

TOTAL HOURS _____

_____
EMPLOYEE SIGNATURE

X RATE _____

TOTAL WAGES _____