

# St. Thomas University - Student Time Sheets

**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					
<b>TOTAL HOURS</b>						

**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:** May 25, 2024 to June 7, 2024

**Paydate:** June 14, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	May 25/24					
Sunday	May 26/24					
Monday	May 27/24					
Tuesday	May 28/24					
Wednesday	May 29/24					
Thursday	May 30/24					
Friday	May 31/24					
Saturday	Jun 1/24					
Sunday	Jun 2/24					
Monday	Jun 3/24					
Tuesday	Jun 4/24					
Wednesday	Jun 5/24					
Thursday	Jun 6/24					
Friday	Jun 7/24					
<b>TOTAL HOURS</b>						

**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:** June 8, 2024 to June 21, 2024  
**Paydate:** June 28, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Jun 8/24					
Sunday	Jun 9/24					
Monday	Jun 10/24					
Tuesday	Jun 11/24					
Wednesday	Jun 12/24					
Thursday	Jun 13/24					
Friday	Jun 14/24					
Saturday	Jun 15/24					
Sunday	Jun 16/24					
Monday	Jun 17/24					
Tuesday	Jun 18/24					
Wednesday	Jun 19/24					
Thursday	Jun 20/24					
Friday	Jun 21/24					
<b>TOTAL HOURS</b>						

**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:** June 22, 2024 to July 5, 2024  
**Paydate:** July 12, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS	
Saturday	Jun 22/24						
Sunday	Jun 23/24						
Monday	Jun 24/24						
Tuesday	Jun 25/25						
Wednesday	Jun 26/24						
Thursday	Jun 27/24						
Friday	Jun 28/24						
Saturday	Jun 29/24						
Sunday	Jun 30/24						
Monday	July 1/24	<b>CANADA DAY - UNIVERSITY CLOSED</b>					
Tuesday	July 2/24						
Wednesday	July 3/24						
Thursday	July 4/24						
Friday	July 5/24						
<b>TOTAL HOURS</b>							

**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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# St. Thomas University - Student Time Sheets

**Please print** \_\_\_\_\_  
Name Student #

**Payperiod:** July 6, 2024 to July 19, 2024  
**Paydate:** July 26, 2024

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

**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:** July 20, 2024 to August 2, 2024

**Paydate:** August 9, 2024

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

**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:** August 3, 2024 to August 16,2024

**Paydate:** August 23, 2024

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

**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:** August 17, 2024 to August 30, 2024

**Paydate:** September 6, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Aug 17/24					
Sunday	Aug 18/24					
Monday	Aug 19/24					
Tuesday	Aug 20/24					
Wednesday	Aug 21/24					
Thursday	Aug 22/24					
Friday	Aug 23/24					
Saturday	Aug 24/24					
Sunday	Aug 25/24					
Monday	Aug 26/24					
Tuesday	Aug 27/24					
Wednesday	Aug 28/24					
Thursday	Aug 29/24					
Friday	Aug 30/24					
<b>TOTAL HOURS</b>						

**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:** 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					
<b>TOTAL HOURS</b>						

**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