UCSD Student Life Student Timesheet

Employee			
Last Name:	First Name:	Employee ID#	☐ Employee Has Work Study

Department (Check One):

☐ A.S. ☐ CAPE ☐ CSI ☐ Grove ☐ GSA ☐ Guardian ☐ IRP ☐ Lecture Notes/Soft Reserves ☐ UEO

First Day of Pay Period	Month: / Day:	Last Day of Pay Period	Month: / Day:

1ST POSITION

Index		Title Code	
1st Week	**Start Time**	**Finish Time**	**Total Hours**
Sunday	: AM PM	: AM PM	
Monday	: AM PM	: AM PM	
Tuesday	: AM PM	: AM PM	
Wednesday	: AM PM	: AM PM	
Thursday	: AM PM	: AM PM	
Friday	: AM PM	: AM PM	
Saturday	: AM PM	: AM PM	
		1st Week Subtotal	
2nd Week	**Start Time**	**Finish Time**	**Total Hours**
Sunday	: AM PM	: AM PM	
Monday	: AM PM	: AM PM	
Tuesday	: AM PM	: AM PM	
Wednesday	: AM PM	: AM PM	
Thursday	: AM PM	: AM PM	
Friday	: AM PM	: AM PM	
Saturday	: AM PM	: AM PM	
		2nd Week Subtotal	

2ND POSITION

Index		Title Code	
1st Week	**Start Time**	**Finish Time**	**Total Hours**
Sunday	: AM PM	: AM PM	
Monday	: AM PM	: AM PM	
Tuesday	: AM PM	: AM PM	
Wednesday	: AM PM	: AM PM	
Thursday	: AM PM	: AM PM	
Friday	: AM PM	: AM PM	
Saturday	: AM PM	: AM PM	
		1st Week Subtotal	
2nd Week	**Start Time**	**Finish Time**	**Total Hours**
Sunday	: AM PM	: AM PM	
Monday	: AM PM	: AM PM	
Tuesday	: AM PM	: AM PM	
Wednesday	: AM PM	: AM PM	
Thursday	: AM PM	: AM PM	
Friday	: AM PM	: AM PM	
Saturday	: AM PM	: AM PM	
		2nd Week Subtotal	

BY AGREEMENT FOR APPOINTED & ELECTED POSITIONS

Index	Title Code	Amount	Frequency	Total
	☐ 4329—APPOINTED ☐ 4331—ELECTED	$	☐ WEEKLY ☐ MONTHLY	$
	☐ 4329—APPOINTED ☐ 4331—ELECTED	$	☐ WEEKLY ☐ MONTHLY	$
			By Agreement Total	$

HOURLY SUMMARY

	1ST POSITION	2ND POSITION
Index		
Title Code		
Total Hours		
Rate	$	$

Employee Signature		Date		V.P. Finance Signature		Date	
Supervisor Signature		Date		A.S. President Signature (if V.P Finance not available)		Date	