



CGU Student Timesheet

Download this PDF then use Adobe Acrobat Reader DC to fill and eventually sign this completed timesheet.
 Download Reader at <https://get.adobe.com/reader/>
 Instructions on how to digitally sign the PDF

<i>Office Use Only</i>	
Employee ID _____	Date _____
Acct # _____	
Hours: Regular _____	Rate _____
Authorized by _____	

Name _____

Pay Period (see schedule) ____/____/____ to ____/____/____

Student ID number _____

Employer _____

Date	In	Out	In	Out	Daily Hours
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Date	In	Out	In	Out	Daily Hours
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

Calculated Hours Worked

You must enroll in Direct Deposit so your paycheck can be deposited electronically. See how under "WORKDAY JOB AIDS" at: <https://my.cgu.edu/human-resources/resources/>

Use one timesheet per pay period. Students may not work more than 20 hours per week. If you work six or more hours you are required to take a minimum thirty minute unpaid lunch break. Incomplete timesheets will not be processed. All documents must be received prior to first pay period. Late timesheets will be processed with the next available pay period.

Student employee: by signing this timesheet, you certify that you have worked the hours indicated and that you meet all requirements, including at least half-time enrollment and Satisfactory Academic Progress.

Supervisor: by signing this timesheet, you certify that the student listed above has satisfactorily worked the hours indicated above and has earned the amount being paid.

Student's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Email completed timesheet to supervisor who will sign then email either to HR (virginia.ramirez@cgu.edu) or, if Federal Work Study, to the Financial Aid Office (finaid@cgu.edu)