

# University of Illinois at Chicago

## Student Employee Time Report

Pay Number: \_\_\_\_\_ Pay Dates: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student's Name \_\_\_\_\_ UIN \_\_\_\_\_

Department \_\_\_\_\_

Federal Work Study \_\_\_\_\_ Regular Student Employment \_\_\_\_\_

Conversion Chart for minutes to tenths of hours.

1-2 min. = .0	15-20 min. = .3	33-38 min. = .6	51-56 min. = .9
3-9 min. = .1	21-26 min. = .4	39-44 min. = .7	57-60 min. = 1.0
9-14 min. = .2	27-32 min. = .5	45-50 min. = .8	

DATE	IN	OUT	IN	OUT	TOTAL
M					
T					
W					
TH					
F					

WEEK 1 TOTAL \_\_\_\_\_

DATE	IN	OUT	IN	OUT	TOTAL
M					
T					
W					
TH					
F					

WEEK 2 TOTAL \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I hereby certify that this time card is a true statement of the hours worked by this student and that the work assigned has been performed in a satisfactory/unsatisfactory\* (circle one) manner.

\_\_\_\_\_  
Department Approval

\_\_\_\_\_  
Date

\*Note: If the student is performing his/her work unsatisfactorily, the supervisor must discuss the matter with the student and submit a memo to the Job Center, outlining that which has been discussed.

\*A student employee is entitled to compensation at the rate of time and one half for time worked beyond an 8 hour work day or a 40 hour work week.