

# 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 |                  |

|    |  |  |  |  | TOTAL |
|----|--|--|--|--|-------|
| M  |  |  |  |  |       |
| T  |  |  |  |  |       |
| W  |  |  |  |  |       |
| TH |  |  |  |  |       |
| F  |  |  |  |  |       |

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

|    |  |  |  |  | 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.