

# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 08-25-23 to 09-07-23	FRI 08-25-23									
	SAT 08-26-23									
	SUN 08-27-23									
	MON 08-28-23									
	TUE 08-29-23									
Print Student Name	WED 08-30-23									
	THU 08-31-23									( ) TOTAL WEEK ONE
Student Signature	FRI 09-01-23									
	SAT 09-02-23									
	SUN 09-03-23									
	MON 09-04-23									
	TUE 09-05-23									
	WED 09-06-23									
	THU 09-07-23									( ) TOTAL WEEK TWO
Signature: Department Head or Supervisor									TOTAL HOURS FOR PERIOD	

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET				A.M.		P.M.		Daily Total Hours	
		IN	OUT	IN	OUT	IN	OUT	IN	OUT
Pay Period: 09-03-23 to 09-21-23	FRI 09-08-23								
	SAT 09-09-23								
	SUN 09-10-23								
	MON 09-11-23								
Print Student Name	TUE 09-12-23								
	WED 09-13-23								
Student Signature	THU 09-14-23								( ) TOTAL WEEK ONE
	FRI 09-15-23								
Remarks:	SAT 09-16-23								
	SUN 09-17-23								
	MON 09-18-23								
	TUE 09-19-23								
	WED 09-20-23								
	THU 09-21-23								( ) TOTAL WEEK TWO
Signature: Department Head or Supervisor									TOTAL HOURS FOR PERIOD

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 09-22-23 to 10-05-23	FRI 09-22-23									
	SAT 09-23-23									
	SUN 09-24-23									
	MON 09-25-23									
Print Student Name	TUE 09-26-23									
Student Signature	WED 09-27-23									
	THU 09-28-23									( ) TOTAL WEEK ONE
	FRI 09-29-23									
	SAT 09-30-23									
Remarks:	SUN 10-01-23									
	MON 10-02-23									
	TUE 10-03-23									
	WED 10-04-23									
Signature: Department Head or Supervisor	THU 10-05-23									( ) TOTAL WEEK TWO
										TOTAL HOURS FOR PERIOD

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 10-06-23 to 10-19-23	FRI 10-06-23									
	SAT 10-07-23									
	SUN 10-08-23									
	MON 10-09-23									
	TUE 10-10-23									
Print Student Name	WED 10-11-23									
	THU 10-12-23									( ) TOTAL WEEK ONE
Student Signature	FRI 10-13-23									
	SAT 10-14-23									
	SUN 10-15-23									
	MON 10-16-23									
	TUE 10-17-23									
	WED 10-18-23									
	THU 10-19-23									( ) TOTAL WEEK TWO
Remarks:										
Signature: Department Head or Supervisor										
									TOTAL HOURS FOR PERIOD	

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 10-20-23 to 11-02-23	FRI 10-20-23									
	SAT 10-21-23									
	SUN 10-22-23									
	MON 10-23-23									
	TUE 10-24-23									
Print Student Name	WED 10-25-23									
Student Signature	THU 10-26-23									( ) TOTAL WEEK ONE
	FRI 10-27-23									
Remarks:	SAT 10-28-23									
	SUN 10-29-23									
	MON 10-30-23									
	TUE 10-31-23									
	WED 11-01-23									
Signature: Department Head or Supervisor	THU 11-02-23									( ) TOTAL WEEK TWO
										<b>TOTAL HOURS FOR PERIOD</b>

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

**PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024**

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 11-03-23 to 11-16-23	FRI 11-03-23									
	SAT 11-04-23									
	SUN 11-05-23									
	MON 11-06-23									
	TUE 11-07-23									
Print Student Name	WED 11-08-23									
Student Signature	THU 11-09-23									( ) TOTAL WEEK ONE
	FRI 11-10-23									
Remarks:	SAT 11-11-23									
	SUN 11-12-23									
	MON 11-13-23									
	TUE 11-14-23									
	WED 11-15-23									
	THU 11-16-23									( ) TOTAL WEEK TWO
Signature: Department Head or Supervisor										<b>TOTAL HOURS FOR PERIOD</b>

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 11-17-32 to 11-30-23	FRI 11-17-23									
	SAT 11-18-23									
	SUN 11-19-23									
	MON 11-20-23									
Print Student Name	TUE 11-21-23									
Student Signature	WED 11-22-23									
	THU 11-23-23									( ) TOTAL WEEK ONE
	FRI 11-24-23									
	SAT 11-25-23									
Remarks:	SUN 11-26-23									
	MON 11-27-23									
	TUE 11-28-23									
	WED 11-29-23									
Signature: Department Head or Supervisor	THU 11-30-23									( ) TOTAL WEEK TWO
										<b>TOTAL HOURS FOR PERIOD</b>

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 12-01-23 to 12-14-23	FRI 12-01-23									
	SAT 12-02-23									
	SUN 12-03-23									
	MON 12-04-23									
Print Student Name	TUE 12-05-23									
Student Signature	WED 12-06-23									
	THU 12-07-23									( ) TOTAL WEEK ONE
Remarks:	FRI 12-08-23									
	SAT 12-09-23									
	SUN 12-10-23									
	MON 12-11-23									
	TUE 12-12-23									
	WED 12-13-23									
	THU 12-14-23									( ) TOTAL WEEK TWO
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.



# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 12-15-23 to 12-28-23	FRI 12-15-23									
	SAT 12-16-23									
	SUN 12-17-23									
	MON 12-18-23									
	TUE 12-19-23									
Print Student Name	WED 12-20-23									
	THU 12-21-23									( ) TOTAL WEEK ONE
Student Signature	FRI 12-22-23									
	SAT 12-23-23									
	SUN 12-24-23									
	MON 12-25-23									
	TUE 12-26-23									
	WED 12-27-23									
	THU 12-28-23									( ) TOTAL WEEK TWO
										TOTAL HOURS FOR PERIOD

Remarks:

Signature: Department Head or Supervisor

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 12-29-23 to 01-11-24	FRI 12-29-23									
	SAT 12-30-23									
	SUN 12-31-23									
	MON 01-01-24									
Print Student Name	TUE 01-02-24									
	WED 01-03-24									
Student Signature	THU 01-04-24									( ) TOTAL WEEK ONE
	FRI 01-05-24									
Remarks:	SAT 01-06-24									
	SUN 01-07-24									
	MON 01-08-24									
	TUE 01-09-24									
	WED 01-10-24									
	THU 01-11-24									( ) TOTAL WEEK TWO
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 01-12-24 to 01-25-24	FRI 01-12-24									
	SAT 01-13-24									
	SUN 01-14-24									
	MON 01-15-24									
	TUE 01-16-24									
Print Student Name	WED 01-17-24									
Student Signature	THU 01-18-24									( ) TOTAL WEEK ONE
	FRI 01-19-24									
Remarks:	SAT 01-20-24									
	SUN 01-21-24									
	MON 01-22-24									
	TUE 01-23-24									
	WED 01-24-24									
	THU 01-25-24									( ) TOTAL WEEK TWO
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 01-26-24 to 02-08-24	FRI 01-26-24									
	SAT 01-27-24									
	SUN 01-28-24									
	MON 01-29-24									
Print Student Name	TUE 01-30-24									
Student Signature	WED 01-31-24									
	THU 02-01-24									( ) TOTAL WEEK ONE
Remarks:	FRI 02-02-24									
	SAT 02-03-24									
	SUN 02-04-24									
	MON 02-05-24									
	TUE 02-06-24									
	WED 02-07-24									
	THU 02-08-24									( ) TOTAL WEEK TWO
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 02-09-24 to 02-22-24	FRI 02-09-24									
	SAT 02-10-24									
	SUN 02-11-24									
	MON 02-12-24									
	TUE 02-13-24									
Print Student Name	WED 02-14-24									
Student Signature	THU 02-15-24									( ) TOTAL WEEK ONE
	FRI 02-16-24									
Remarks:	SAT 02-17-24									
	SUN 02-18-24									
	MON 02-19-24									
	TUE 02-20-24									
	WED 02-21-24									
	THU 02-22-24									( ) TOTAL WEEK TWO
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 02-23-24 to 03-07-24	FRI 02-23-24									
	SAT 02-24-24									
	SUN 02-25-24									
	MON 02-26-24									
	TUE 02-27-24									
Print Student Name	WED 02-28-24									
	THU 02-29-24									( ) TOTAL WEEK ONE
Student Signature	FRI 03-01-24									
	SAT 03-02-24									
	SUN 03-03-24									
	MON 03-04-24									
	TUE 03-05-24									
	WED 03-06-24									
	THU 03-07-24									( ) TOTAL WEEK TWO
Signature: Department Head or Supervisor									TOTAL HOURS FOR PERIOD	

NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.

1. **RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
2. **GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
3. **WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
4. **MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
5. **RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 03-08-24 to 03-21-24	FRI 03-08-24									
	SAT 03-09-24									
	SUN 03-10-24									
	MON 03-11-24									
Print Student Name	TUE 03-12-24									
	WED 03-13-24									
Student Signature	THU 03-14-24									( ) TOTAL WEEK ONE
	FRI 03-15-24									
Remarks:	SAT 03-16-24									
	SUN 03-17-24									
	MON 03-18-24									
	TUE 03-19-24									
	WED 03-20-24									
	THU 03-21-24									( ) TOTAL WEEK TWO
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 03-22-24 to 04-04-24	FRI 03-22-24									
	SAT 03-23-24									
	SUN 03-24-24									
	MON 03-25-24									
Print Student Name	TUE 03-26-24									
	WED 03-27-24									
Student Signature	THU 03-28-24									( ) TOTAL WEEK ONE
	FRI 03-29-24									
Remarks:	SAT 03-30-24									
	SUN 03-31-24									
	MON 04-01-24									
	TUE 04-02-24									
	WED 04-03-24									
	THU 04-04-24									( ) TOTAL WEEK TWO
	Signature: Department Head or Supervisor									TOTAL HOURS FOR PERIOD

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.



# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 04-05-24 to 04-18-24	FRI 04-05-24									
	SAT 04-06-24									
	SUN 04-07-24									
	MON 04-08-24									
	TUE 04-09-24									
Print Student Name	WED 04-10-24									
	THU 04-11-24									( ) TOTAL WEEK ONE
Student Signature	FRI 04-12-24									
	SAT 04-13-24									
	SUN 04-14-24									
	MON 04-15-24									
	TUE 04-16-24									
	WED 04-17-24									
	THU 04-18-24									( ) TOTAL WEEK TWO
Remarks:										
Signature: Department Head or Supervisor									TOTAL HOURS FOR PERIOD	

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.

# PRE-DATED TIMESHEET - SCHOOL YEAR 2023-2024

THE UNIVERSITY OF CONNECTICUT STUDENT PAYROLL-TIMESHEET		A.M.				P.M.				Daily Total Hours
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Pay Period: 04-19-24 to 05-02-24	FRI 04-19-24									
	SAT 04-20-24									
	SUN 04-21-24									
	MON 04-22-24									
Print Student Name	TUE 04-23-24									
	WED 04-24-24									
Student Signature	THU 04-25-24									( ) TOTAL WEEK ONE
	FRI 04-26-24									
Remarks:	SAT 04-27-24									
	SUN 04-28-24									
	MON 04-29-24									
	TUE 04-30-24									
	WED 05-01-24									
	THU 05-02-24									( ) TOTAL WEEK TWO
Signature: Department Head or Supervisor										TOTAL HOURS FOR PERIOD

**NOTE: Both Department Head or Supervisor and Student MUST sign this timesheet.**

- RECORDING STUDENT HOURS WORKED:** A pay period is a two-week cycle that starts on a Friday and ends on a Thursday. The student must use this sheet to record the actual hours that he/she works in the pay period. The supervisor and the student must sign where indicated above to verify the hours worked. A separate balance tracking sheet should be filled in to keep a record of the remaining balance each payroll period.
- GETTING THE STUDENT PAID FOR HOURS WORKED:** At the end of the corresponding pay period, FAX a copy of this signed timesheet to the Office of Student Financial Aid Services (FAX # 860-486-6253) by 5 PM on the payroll deadline date. REFER TO THE PAYROLL DEADLINE SCHEDULE. Once you FAX the copy, you will need to follow up by mailing the original time sheet. If you do not have access to a FAX machine, mail the original time sheet to the Student Financial Aid Services. It may be necessary for you to project the student's hours so you can fax or mail the time sheet early enough in the week to reach our unit by the 5 PM deadline. In the event that the hours submitted for the student are not worked or are changed, contact our unit for further instructions on how to make corrections. Please note that pay checks will be delayed if the time sheet is received after the 5 PM deadline.
- WORK STUDY REMAINING BALANCE:** Please be sure that the student does not submit hours that will bring his/her total gross earnings beyond the starting Work-Study balance for the pay period. Use the Work-Study Remaining Balance Tracking Form to track earnings.
- MAIL TIMESHEETS TO:** THE UNIVERSITY OF CONNECTICUT, OFFICE OF STUDENT FINANCIAL AID SERVICES, 233 GLENBROOK ROAD, U-4141, STORRS, CT 06269-4141
- RECEIVING STUDENT PAYCHECKS:** Paychecks are typically issued on the Friday two weeks from the time sheet deadline. The student's first paycheck may be delayed depending on the date the payroll authorization is processed. Pay checks are mailed directly to the supervisor for verification and distribution to the student. Note, however, that pay checks sent to student home addresses are sometimes delayed in the mail. Allowing for this delay, if a student's paycheck is not received by the following Wednesday, please contact our unit at 860-486-3474.