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| **PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025**  |
|  |  | **A.M**. | **P.M**. | DailyTotalHours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  |  **08-23-24** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  |  **08-24-24** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 08-23-24 to 09-05-24 | SUN  |  **08-25-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  |  **08-26-24** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  |  **08-27-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  |  **08-28-24** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  |  **08-29-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  |  **08-30-24** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  |  **08-31-24** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  |  **09-01-24** |  |  |  |  |  |  |  |  |  |  |
|  | MON  |  **09-02-24** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  |  **09-03-24** |  |  |  |  |  |  |  |  |  |  |
|  | WED  |  **09-04-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  |  **09-05-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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

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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 # 860-486-5098) 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.

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| **PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025** |
|  |  | **A.M**. | **P.M**. | DailyTotal Hours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  |  **09-06-24** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  |  **09-07-24** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 09-06-24 to 09-19-24 | SUN  |  **09-08-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  |  **09-09-24** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  |  **09-10-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  |  **09-11-24** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  |  **09-12-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  |  **09-13-24** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  |  **09-14-24** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  |  **09-15-24** |  |  |  |  |  |  |  |  |  |  |
|  | MON  |  **09-16-24** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  |  **09-17-24** |  |  |  |  |  |  |  |  |  |  |
|  | WED  |  **09-18-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  |  **09-19-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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

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| **PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025** |
|  |  | **A.M**. | **P.M**. | DailyTotalHours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  | **09-20-24** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  | **09-21-24** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 09-20-24 to 10-03-24 | SUN  | **09-22-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  | **09-23-24** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  | **09-24-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  | **09-25-24** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  | **09-26-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  | **09-27-24** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  | **09-28-24** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  | **09-29-24** |  |  |  |  |  |  |  |  |  |  |
|  | MON  | **09-30-24** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  | **10-01-24** |  |  |  |  |  |  |  |  |  |  |
|  | WED  | **10-02-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  | **10-03-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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| **PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025** |
|  |  | **A.M**. | **P.M**. | DailyTotalHours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  | **10-04-24** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  | **10-05-24** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 10-04-24 to 10-17-24 | SUN  | **10-06-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  | **10-07-24** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  | **10-08-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  | **10-09-24** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  | **10-10-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  | **10-11-24** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  | **10-12-24** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  | **10-13-24** |  |  |  |  |  |  |  |  |  |  |
|  | MON  | **10-14-24** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  | **10-15-24** |  |  |  |  |  |  |  |  |  |  |
|  | WED  | **10-16-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  | **10-17-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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| **PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025** |
|  |  | **A.M**. | **P.M**. | DailyTotalHours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  |  **10-18-24** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  |  **10-19-24** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 10-18-24 to 10-31-24 | SUN  |  **10-20-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  |  **10-21-24** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  |  **10-22-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  |  **10-23-24** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  |  **10-24-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  |  **10-25-24** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  |  **10-26-24** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  |  **10-27-24** |  |  |  |  |  |  |  |  |  |  |
|  | MON  |  **10-28-24** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  |  **10-29-24** |  |  |  |  |  |  |  |  |  |  |
|  | WED  |  **10-30-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  |  **10-31-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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|  |  | **A.M**. | **P.M**. | DailyTotalHours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  | **11-01-24** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  | **11-02-24** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 11-01-24 to 11-14-24 | SUN  | **11-03-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  | **11-04-24** |  |  |  |  |  |  |  |  |  |  |
|  Print Student Name | TUE  | **11-05-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  | **11-06-24** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  | **11-07-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  | **11-08-24** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  | **11-09-24** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  | **11-10-24** |  |  |  |  |  |  |  |  |  |  |
|  | MON  | **11-11-24** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  | **11-12-24** |  |  |  |  |  |  |  |  |  |  |
|  | WED  | **11-13-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  | **11-14-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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| **PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025** |
|  |  | **A.M**. | **P.M**. | DailyTotalHours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  | **11-15-24** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  |  **11-16-24** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 11-15-24 to 11-28-24 | SUN  |  **11-17-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  |  **11-18-24** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  | **11-19-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  | **11-20-24** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  |  **11-21-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  |  **11-22-24** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  | **11-23-24** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  | **11-24-24** |  |  |  |  |  |  |  |  |  |  |
|  | MON  | **11-25-24** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  | **11-26-24** |  |  |  |  |  |  |  |  |  |  |
|  | WED  |  **11-27-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  |  **11-28-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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| **PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025** |
|  |  | **A.M**. | **P.M**. | DailyTotalHours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  | **11-29-24** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  |  **11-30-24** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 11-29-24 to 12-12-24 | SUN  |  **12-01-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  |  **12-02-24** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  | **12-03-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  | **12-04-24** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  |  **12-05-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  |  **12-06-24** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  | **12-07-24** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  | **12-08-24** |  |  |  |  |  |  |  |  |  |  |
|  | MON  | **12-09-24** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  | **12-10-24** |  |  |  |  |  |  |  |  |  |  |
|  | WED  |  **12-11-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  |  **12-12-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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|  |  | **A.M**. | **P.M**. | DailyTotalHours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  | **12-13-24** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  |  **12-14-24** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 12-13-24 to 12-26-24 | SUN  |  **12-15-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  |  **12-16-24** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  | **12-17-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  | **12-18-24** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  | **12-19-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  | **12-20-24** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  | **12-21-24** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  | **12-22-24** |  |  |  |  |  |  |  |  |  |  |
|  | MON  | **12-23-24** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  | **12-24-24** |  |  |  |  |  |  |  |  |  |  |
|  | WED  | **12-25-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  | **12-26-24** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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|  |  | **A.M**. | **P.M**. | DailyTotalHours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  |  **12-27-24** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  |  **12-28-24** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 12-27-24 to 01-09-25 | SUN  |  **12-29-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  |  **12-30-24** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  |  **12-31-24** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  |  **01-01-25** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  |  **01-02-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  |  **01-03-25** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  |  **01-04-25** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  | **01-05-25** |  |  |  |  |  |  |  |  |  |  |
|  | MON  | **01-06-25** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  | **01-07-25** |  |  |  |  |  |  |  |  |  |  |
|  | WED  | **01-08-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  | **01-09-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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|  |  | **A.M**. | **P.M**. | DailyTotalHours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  | **01-10-25** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  | **01-11-25** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 01-10-25 to 01-23-25 | SUN  | **01-12-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  | **01-13-25** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  | **01-14-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  | **01-15-25** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  | **01-16-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  | **01-17-25** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  | **01-18-25** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  | **01-19-25** |  |  |  |  |  |  |  |  |  |  |
|  | MON  | **01-20-25** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  | **01-21-25** |  |  |  |  |  |  |  |  |  |  |
|  | WED  | **01-22-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  | **01-23-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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|  |  | **A.M**. | **P.M**. | DailyTotalHours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  | **01-24-25** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  |  **01-25-25** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 01-24-25 to 02-06-25 | SUN  |  **01-26-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  |  **01-27-25** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  | **01-28-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  | **01-29-25** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  |  **01-30-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  |  **01-31-25** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  | **02-01-25** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  | **02-02-25** |  |  |  |  |  |  |  |  |  |  |
|  | MON  | **02-03-25** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  | **02-04-25** |  |  |  |  |  |  |  |  |  |  |
|  | WED  | **02-05-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  | **02-06-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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

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| **PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025** |
|  |  | **A.M**. | **P.M**. | DailyTotalHours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  | **02-07-25** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  |  **02-08-25** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 02-07-25 to 02-20-25 | SUN  |  **02-09-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  |  **02-10-25** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  | **02-11-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  | **02-12-25** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  |  **02-13-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  |  **02-14-25** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  | **02-15-25** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  | **02-16-25** |  |  |  |  |  |  |  |  |  |  |
|  | MON  | **02-17-25** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  | **02-18-25** |  |  |  |  |  |  |  |  |  |  |
|  | WED  | **02-19-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  |  **02-20-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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| **PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025** |
|  |  | **A.M**. | **P.M**. | DailyTotalHours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  |  **02-21-25** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  |  **02-22-25** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 02-21-25 to 03-06-25 | SUN  |  **02-23-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  |  **02-24-25** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  | **02-25-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  | **02-26-25** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  |  **02-27-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  |  **02-28-25** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  | **03-01-25** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  | **03-02-25** |  |  |  |  |  |  |  |  |  |  |
|  | MON  | **03-03-25** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  | **03-04-25** |  |  |  |  |  |  |  |  |  |  |
|  | WED  | **03-05-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  | **03-06-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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| **PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025** |
|  |  | **A.M**. | **P.M**. | DailyTotalHours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  | **03-07-25** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  | **03-08-25** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 03-07-25 to 03-20-25 | SUN  | **03-09-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  |  **03-10-25** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  | **03-11-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  | **03-12-25** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  | **03-13-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  | **03-14-25** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  | **03-15-25** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  | **03-16-25** |  |  |  |  |  |  |  |  |  |  |
|  | MON  | **03-17-25** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  | **03-18-25** |  |  |  |  |  |  |  |  |  |  |
|  | WED  | **03-19-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  | **03-20-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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| **PRE-DATED TIMESHEET - SCHOOL YEAR 2024-2025** |
|  |  | **A.M**. | **P.M**. | DailyTotalHours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  | **03-21-25** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  | **03-22-25** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 03-21-25 to 04-03-25 | SUN  | **03-23-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  | **03-24-25** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  | **03-25-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  | **03-26-25** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  | **03-27-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  | **03-28-25** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  | **03-29-25** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  | **03-30-25** |  |  |  |  |  |  |  |  |  |  |
|  | MON  | **03-31-25** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  | **04-01-25** |  |  |  |  |  |  |  |  |  |  |
|  | WED  | **04-02-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  | **04-03-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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|  |  | **A.M**. | **P.M**. | DailyTotalHours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  | **04-04-25** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  | **04-05-25** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 04-04-25 to 04-17-25 | SUN  | **04-06-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  | **04-07-25** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  | **04-08-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  | **04-09-25** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  | **04-10-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  | **04-11-25** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  | **04-12-25** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  | **04-13-25** |  |  |  |  |  |  |  |  |  |  |
|  | MON  | **04-14-25** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  | **04-15-25** |  |  |  |  |  |  |  |  |  |  |
|  | WED  | **04-16-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  | **04-17-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK TWO** |
| Signature: Department Head or Supervisor |  |  **TOTAL HOURS** **FOR PERIOD** |

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|  |  | **A.M**. | **P.M**. | DailyTotal Hours |  |
| THE UNIVERSITY OF CONNECTICUT |  | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** | **IN** | **OUT** |  |  |
|  **STUDENT PAYROLL-TIMESHEET** | FRI  | **04-18-25** |  |  |  |  |  |  |  |  |  |  |
|  | SAT  | **04-19-25** |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 04-18-25 to 05-09-25 | SUN  |  **04-20-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON  |  **04-21-25** |  |  |  |  |  |  |  |  |  |  |
| Print Student Name | TUE  | **04-22-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WED  | **04-23-25** |  |  |  |  |  |  |  |  |  |  |
| Student Signature | THU  |  **04-24-25** |  |  |  |  |  |  |  |  |  | ( ) **TOTAL WEEK ONE** |
|  | FRI  |  **04-25-25** |  |  |  |  |  |  |  |  |  |  |
| Remarks: | SAT  | **04-26-25** |  |  |  |  |  |  |  |  |  |  |
|  | SUN  | **04-27-25** |  |  |  |  |  |  |  |  |  |  |
|  | MON  | **04-28-25** |  |  |  |  |  |  |  |  |  |  |
|  | TUE  | **04-29-25** |  |  |  |  |  |  |  |  |  |  |
|  | WED  |  **04-30-25** |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | THU  |  **05-01-25** |  |  |  |  |  |  |  |  |  | ( ) **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 # 860-486-5098) 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 ATTN: STUDENT EMPLOYMENT, 233 GLENBROOK ROAD, U-4116, STORRS, CT 06269-4116

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 student’s home address if the student is not enrolled in Direct Deposit. 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.