

# 2009 UW-PARKSIDE STUDENT HOURLY TIMESHEET

USE BLUE OR BLACK INK ONLY

PAY PERIOD \_\_\_\_\_

Kronos User Name ID# / SS# if not known  
(Person ID# found on earning statement)

PRINT LAST NAME LEGAL FIRST

APPT—JOB TITLE

G \_\_\_\_\_ \$ \_\_\_\_\_  
 Division Department Fund Activity (Prog) Account (ProjGRANT) Hourly Rate

| FOR PAYROLL USE ONLY |              |  |
|----------------------|--------------|--|
| _____                | HR REG HOURS |  |
| _____                | OT OVERTIME  |  |

|                                  |   |                                  |   |                        |
|----------------------------------|---|----------------------------------|---|------------------------|
| Total hours 1 <sup>st</sup> week | + | Total hours 2 <sup>nd</sup> week | = | Total hours both weeks |
| :                                |   | :                                |   | :                      |
| In hours/minutes                 |   | In hours/minutes                 |   | In hours/minutes       |

## 2009 STUDENT KRONOS/TIMESHEET SCHEDULE

| PAY PERIOD | PAY PERIOD DATES |          | KRONOS MANAGER APPROVALS DUE | PAPER TIMESHEET DUE DATE | CHECK PAYABLE       |
|------------|------------------|----------|------------------------------|--------------------------|---------------------|
| Jan 'A'    | 12/28/08         | 01/10/09 | 01/12/09                     | 01/12/09                 | 01/23/09            |
| Jan 'B'    | 01/11/09         | 01/24/09 | 01/26/09                     | 01/26/09                 | 02/06/09            |
| Feb 'A'    | 01/25/09         | 02/07/09 | 02/09/09                     | 02/09/09                 | 02/20/09            |
| Feb 'B'    | 02/08/09         | 02/21/09 | 02/23/09                     | 02/23/09                 | 03/06/09            |
| Mar 'A'    | 02/22/09         | 03/07/09 | 03/09/09                     | 03/09/09                 | 03/20/09            |
| Mar 'B'    | 03/08/09         | 03/21/09 | 03/23/09                     | 03/23/09                 | 04/03/09            |
| Apr 'A'    | 03/22/09 -       | 04/04/09 | 04/06/09                     | 04/06/09                 | 04/17/09            |
| Apr 'B'    | 04/05/09 -       | 04/18/09 | 04/20/09                     | 04/20/09                 | 05/01/09            |
| May 'A'    | 04/19/09         | 05/02/09 | 05/04/09                     | 05/04/09                 | 05/15/09            |
| May 'B'    | 05/03/09 -       | 05/16/09 | 05/18/09                     | 05/18/09                 | 05/29/09            |
| May 'C'    | 05/17/09         | 05/30/09 | 06/01/09                     | 06/01/09                 | 06/12/09            |
| Jun 'A'    | 05/31/09 -       | 06/13/09 | 06/15/09                     | 06/15/09                 | 06/26/09            |
| Jun 'B'    | 06/14/09 -       | 06/27/09 | 06/29/09                     | 06/29/09                 | <del>07/10/09</del> |
| Jul 'A'    | 06/28/09         | 07/11/09 | 07/13/09                     | 07/13/09                 | 07/24/09            |
| Jul 'B'    | 07/12/09         | 07/25/09 | 07/27/09                     | 07/27/09                 | 08/07/09            |
| Aug 'A'    | 07/26/09 -       | 08/08/09 | 08/10/09                     | 08/10/09                 | 08/21/09            |
| Aug 'B'    | 08/09/09 -       | 08/22/09 | 08/24/09                     | 08/24/09                 | 09/04/09            |
| Sept 'A'   | 08/23/09 -       | 09/05/09 | 09/07/09                     | 09/07/09                 | 09/18/09            |
| Sept 'B'   | 09/06/09 -       | 09/19/09 | 09/21/09                     | 09/21/09                 | 10/02/09            |
| Oct 'A'    | 09/20/09 -       | 10/03/09 | 10/05/09                     | 10/05/09                 | 10/16/09            |
| Oct 'B'    | 10/04/09 -       | 10/17/09 | 10/19/09                     | 10/19/09                 | 10/30/09            |
| Oct 'C'    | 10/18/09 -       | 10/31/09 | 11/02/09                     | 11/02/09                 | 11/13/09            |
| Nov 'A'    | 11/01/09 -       | 11/14/09 | 11/16/09                     | 11/16/09                 | 11/27/09            |
| Nov 'B'    | 11/15/09 -       | 11/28/09 | 11/30/09                     | 11/30/09                 | 12/11/09            |
| Dec 'A'    | 11/29/09 -       | 12/12/09 | 12/14/09                     | 12/14/09                 | 12/23/09            |
| Dec 'B'    | 12/13/09 -       | 12/26/09 | 12/28/09*                    | 12/23/09*                | 01/08/10            |
|            |                  |          | NOON*                        |                          |                     |

### KRONOS MY TIME USERS:

AMENDED TIMESHEET

Historical Amount

NEW EMPLOYEE

PRIOR HOURS MISSED

LIST REASON MISSED:

Students will be pay rolled according to the schedule if all necessary paperwork has been approved and this timesheet is correct, complete and received in the Payroll Office on time.

I certify that this attendance report is accurate, complete, and duties were performed for the division/department shown above. I further certify that a supporting attendance report indicating beginning and ending work times and a summer school enrollment verification form is available for audit purposes in the employing department.

Departmental Representative or Supervisor Hand Sign and Date: