

BINGHAMTON UNIVERSITY
FEDERAL COLLEGE WORK STUDY (28023)

Federal law requires all employees to complete an I-9 form within 3 days of starting work. Failure to complete the I-9 could result in termination until the form is complete as well as delays in processing your paycheck.

- All payments will be made based on the pay rate written on the timesheet and timesheet must be signed by the supervisor.
- Please complete all fields on timesheet to ensure accurate and timely payment.
- HR Forms are required to change hourly rates and SUNY Accounts.
- Students will be charged to SUNY Account/Dept listed on bottom of timesheet.

DEPARTMENTS MUST NOT HOLD TIMESHEETS!

| | | |
|--------------------|-----|---------------|
| NAME (PRINT LEGAL) | B # | EMAIL ADDRESS |
|--------------------|-----|---------------|

DEPARTMENT (REQUIRED): _____

BI-WEEKLY TIME RECORD FOR THE PERIOD: FROM: _____ TO: _____

WEEK ONE

| DAY | DATE | IN | OUT | IN | OUT | TOTAL |
|-----------|------|----|-----|----|-----|-------|
| THURSDAY | | | | | | |
| FRIDAY | | | | | | |
| SATURDAY | | | | | | |
| SUNDAY | | | | | | |
| MONDAY | | | | | | |
| TUESDAY | | | | | | |
| WEDNESDAY | | | | | | |

WEEK TWO

| DAY | DATE | IN | OUT | IN | OUT | TOTAL |
|-----------|------|----|-----|----|-----|-------|
| THURSDAY | | | | | | |
| FRIDAY | | | | | | |
| SATURDAY | | | | | | |
| SUNDAY | | | | | | |
| MONDAY | | | | | | |
| TUESDAY | | | | | | |
| WEDNESDAY | | | | | | |

PAY RATE \$ _____ TOTAL HOURS: _____

STUDENT SIGNATURE/DATE

SUPERVISOR SIGNATURE/PRINT NAME

SUPERVISOR E-MAIL ADDRESS/EXTENSION

| | |
|------------------------------|--|
| SUNY ACCOUNT/ SUB ACCOUNT | |
| ORGANIZATION (DEPT NAME) | |

I hereby certify that the above information reflects a true account of the hourly rate and hours worked by the student listed, and that this student has performed all duties in a satisfactory manner.

TIMESHEETS ARE DUE BY 12:00 NOON ON THE FRIDAY FOLLOWING THE PAYROLL PERIOD.