



JSIS HOURLY TIME SHEET (not for Work Study)

The Henry M. Jackson School of International Studies

University of Washington, Box 353650

IMPORTANT: UW pay periods are the 1st through 15th of a month and the 16th through the end of a month. The time sheet is due by 4:00 PM on the first day after the end of the pay period (i.e., 16th of month for days 1 through 15; 1st of next month for days 16 through end). Student employees are limited to working 19.5 hours per week when classes are in session. PLEASE COMPLETE IN INK. USE ONE TIME SHEET FOR EACH PAY PERIOD.

EMPLOYEE NAME _____
(last name) (first name) (middle initial)

EMPLOYEE ID NUMBER OR STUDENT NUMBER _____

HOURLY PAY RATE _____ BUDGET NUMBER (if known) _____

COMPLETE ONE TABLE ONLY ("actual hours worked" means exclusive of lunch, etc)

MONTH AND YEAR _____			
DAY	TIME STARTED	TIME STOPPED	ACTUAL HOURS WORKED
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
TOTAL HOURS			

MONTH AND YEAR _____			
DAY	TIME STARTED	TIME STOPPED	ACTUAL HOURS WORKED
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
TOTAL HOURS			

EMPLOYEE CERTIFICATION

I certify that this time sheet is a true and correct statement of the actual hours I worked.

Employee Signature _____ Date _____

SUPERVISOR CERTIFICATION

I certify that this time sheet is a true and correct statement of the actual hours worked by this employee.

Supervisor Signature _____ Date _____

BUDGET AUTHORIZATION (if different from supervisor)

Authorized Signature _____ Date _____

SUPERVISORS: Submit form to Payroll, Thomson Hall 4th floor Mailroom

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