

STUDENT EMPLOYEE ADMIN TIME

To be completed by Departmental Supervisor

Pay Period: _____ to _____

Supervisor Name: _____ Dept/Org _____

Student Employee Name: _____ M# _____

This student normally works _____ hours per two week pay period.

Number of hours actually worked this pay period: _____

Number of hours ADMIN time this pay period: _____

Student Employee Name: _____ M# _____

This student normally works _____ hours per two week pay period.

Number of hours actually worked this pay period: _____

Number of hours ADMIN time this pay period: _____

Student Employee Name: _____ M# _____

This student normally works _____ hours per two week pay period.

Number of hours actually worked this pay period: _____

Number of hours ADMIN time this pay period: _____