

Submittal form for: *Student Assistant Time Sheets*

Print Department Name:	Account Number (s):
Today's Date:	Payroll Number:
	Payment Date:

List names in alpha order and hand deliver to the Payroll Office

Print Full Name	Hrs. Worked	Signature of Employee Receiving Paycheck and/or Direct Deposit Stub	Today's Date

\_\_\_\_\_  
**Supervisor's Signature / Today's Date**

\_\_\_\_\_  
**Extension**

PAYROLL PICKED UP BY: \_\_\_\_\_ Today's Date \_\_\_\_\_  
  ↑PRINT NAME↑

**Undistributed checks and sign – off sheet MUST be returned to the Payroll Office by second business day after payday.**