



UC SANTA CRUZ - UCO/LICK OBSERVATORY HUMAN RESOURCES

STUDENT TIME RECORD

Pay Period: ____/24/____ to ____/23/____

Unit/Department: _____

Employee: _____

Employee ID #: _____

Work-Study

E-mail address: _____

Phone Number: _____

Non Work-Study

INCOMPLETE OR LATE TIME RECORDS MAY RESULT IN DELAY OF PAYCHECK

Instructions:

- 1 Check work-study or non work-study box at the top.
- 2 Indicate Supervisor's name and/or fund source for each position (#1 - #4).
- 3 Record daily the amount of time worked to the nearest quarter hour (i.e., 1.25, 1.75).
Please ensure hours recorded are not beyond the last day of the month.
- 4 Enter the total hours worked for each accounting distribution in space provided.
- 5 If you work on a holiday or weekend, note it as such, and have your supervisor initial that day.
- 6 Employee and supervisor(s) must sign in space provided.

Note:

Undergraduates who fall below 6 units and graduate students who fall below 5 units will be subject to DCP and Medicare withholdings (8.95%).

Students must be officially hired through the ER system and employment paperwork must be completed prior to working.

	Supervisor's Name	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Total	Holiday
JOB #1																																		
JOB #2																																		
JOB #3																																		
JOB #4																																		
Sick/Holiday																																		
		Monthly Totals																																

ACCOUNTING DISTRIBUTION

	Fund # / Organization Code (Account #) / Activity Code (where applicable)	Supervisor's Signature	Date
JOB #1			
JOB #2			
JOB #3			
JOB #4			

In order to be paid, time records must be filled out monthly, signed and submitted to UCO/Lick HR Payroll (ISB 393) by the 25th.

EMPLOYEE SIGNATURE

Date

Sick Leave Accruals	
Balance Forward	
Leave Used	
Accrued this Period	
Balance End of Current Month	
Work Study Balance	

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