

## SUNY OLD WESTBURY STUDENT ASSISTANT DAILY TIME RECORD

STUDENT NAME \_\_\_\_\_ PAYROLL PERIOD # \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ OLD WESTBURY ID# \_\_\_\_\_

	DATE	IN	OUT	IN	OUT	TOTAL HOURS
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						

SUBTOTAL WEEK 1 \_\_\_\_\_

	DATE	IN	OUT	IN	OUT	TOTAL HOURS
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						

SUBTOTAL WEEK 2 \_\_\_\_\_

TOTAL HOURS WORKED \_\_\_\_\_

\*Not to exceed 30 hours per week.

I hereby certify that the above time record adheres to the employee's contract and is correct:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

X \_\_\_\_\_  
Extension