University of Illinois at Chicago

Student Employee Time Report

Pay Number: _____ Pay Dates: ___/___/___ to ___/___/___

Student's Name _____ UIN _____

Department _____

Federal Work Study _____ Regular Student Employment _____

Conversion Chart for minutes to tenths of hours.

1-2 min. = .0	**15-20 min. = .3**	**33-38 min. = .6**	**51-56 min. = .9**
3-9 min. = .1	21-26 min. = .4	39-44 min. = .7	57-60 min. = 1.0
9-14 min. = .2	27-32 min. = .5	45-50 min. = .8	

					TOTAL
M					
T					
W					
TH					
F					

WEEK 1 TOTAL _____

					TOTAL
M					
T					
W					
TH					
F					

WEEK 2 TOTAL _____

_____ _____

Student's Signature Date

I hereby certify that this time card is a true statement of the hours worked by this student and that the work assigned has been performed in a satisfactory/unsatisfactory* (circle one) manner.

_____ _____

Department Approval Date

*Note: If the student is performing his/her work unsatisfactorily, the supervisor must discuss the matter with the student and submit a memo to the Job Center, outlining that which has been discussed.

*A student employee is entitled to compensation at the rate of time and one half for time worked beyond an 8 hour work day or a 40 hour work week.

rev 1/04