STUDENT ASSISTANT TIMESHEET

1. Students must be enrolled in at least 6 semester units for Division Funds, Federal Work-Study or ButteWORKS Work-Study at Butte College.
2. Be sure you have completed and turned in to the Student Payroll Office your Authorization Card and, if employed by the District, W-4 and I-9 forms before work begins. Each new job during the year requires a new Authorization Card.
3. Do not exceed 20 hours per week during the school semester. Work-Study students must not exceed their total awards.
4. **All timesheets must be signed and budget coded by Supervisor or Division Chairperson or their designee.**
5. The monthly timesheet is to be completed in ink or typed. (Timesheets filled out in pencil will NOT be accepted.)

COLLEAGUE ID# FUND (check one): ☐ DIVISION FUNDS ☐ FEDERAL WORK-STUDY ☐ ButteWORKS WS

LAST NAME FIRST NAME M.I.

PAY PERIOD FROM _____ TO _____ YEAR _____

DEPARTMENT/OFFICE _____ SUPERVISOR _____

Please do not put anything on the days you did not work. Leave those days BLANK.

	1st Week		2nd Week		3rd Week		4th Week		5th Week	
	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
WEEKLY TOTALS	**0.00**		**0.00**		**0.00**		**0.00**		**0.00**	
								TOTAL HOURS WORKED	**0.00**	

Do not exceed 20 hours per week during the school semester. Late and/or inaccurate timesheets may cause delay in pay.
I certify that I am presently enrolled in and passing the required units per I1 l·bove and I understand that I must continue to make satisfactory progress in at least these required units at Butte College to remain eligible to work.

X_____ **X**_____

STUDENT EMPLOYEE SIGNATURE SUPERVISOR/DESIGNEE SIGNATURE

Budget Code

Tot Hrs. _____ Rate _____ Tot Pay _____ - - - - - -

Tot Hrs. _____ Rate _____ Tot Pay _____ - - - - - -

Timesheets must be received by payroll no later than two working days after the 25th of the month. Items received after that date may be paid the following payroll cycle.

Last Updated: Oct-10