

STUDENT STAFF TIME SHEET

Program (Circle)	Location	Date	Time In	Time Out	Total Hours
Constables ◊ Deputy Sheriffs Police ◊ Curriculum Dev. ◊ Other	Ambler Campus				
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“Internal Audits periodically audits the Student Worker Payroll. The submission of false or inaccurate time logs is a serious offense and will result in termination of employment. Any suspicion of falsified time logs will also be referred to the University Disciplinary Committee as a violation of the University Code of Conduct, which can result in sanctions up to and including suspension and/or expulsion from the University. The University may also refer such matters to the Philadelphia District Attorney’s Office.”

Student’s Name: _____ **Student ID#:** _____

Time Record for Month: _____ **date from:** _____ **date to:** _____

Total Hours Worked this Week: _____

 Student’s Signature to Certify/Agree

 Date

 Supervisor’s Signature to Certify/Agree

 Date