



PAYROLL - Manual Time Sheet Entry (Student Staff)

Accounting/Payroll
2900 Campus Box
336-278-5284 (Renie Thompson)

Today's Date

Supervisor / Phone

 X

Department

Accounting
Department
Stamp

Student Information	First Name	<input type="text"/>
	Last Name	<input type="text"/>
	Datatel ID#	<input type="text"/>
	Email	<input type="text"/>
	Campus Box	<input type="text"/>

All information must be completed for request to be processed.
Manual checks will not be processed until the last business day of the month.
Student will be emailed when check is ready to be picked up in Payroll (HR building)
Use ONE Payroll Request for each pay period.

Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Total
Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Total
Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason Web Time Entry was not used (check one) Student did not submit Supervisor did not approve

Total Hours

Rate Per Hour \$

Ending Pay Period Date

Student Signature (required)

Supervisor's Signature (required)

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Account Description (ex: Media Services - FWSP or IWSP)	

By signing this request you are confirming this student has not been paid for these hours in the past.