



PAYROLL – Manual Time Sheet Entry (Student Staff)

Accounting/Payroll
2900 Campus Box
Renie Thompson (336-278-5284)
Email: rthompson8@elon.edu

Today's Date

Supervisor's Name/Phone
(print)
Department

				Ext:	

Student Information	First Name	
	Last Name	
	University ID #	

All information must be completed for request to be processed.

Use ONE Payroll Request for each pay period.

Date								
Day	SAT	SUN	MON	TUES	WED	THUR	FRI	Total
Hours								

Date								
Day	SAT	SUN	MON	TUES	WED	THUR	FRI	Total
Hours								

Total Hours:	
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Reason Self Service
Time Entry was not
used *(check one)*

Student did not submit
 Supervisor did not approve

		-												
Position Title (ex: 115105PLA09800)														

Ending Pay Period Date:	
Student Signature (required):	
Supervisor's Signature (required):	
<i>By signing this request, you are confirming this student has not been paid for these hours in the past.</i>	

EMAIL THE COMPLETED FORM TO RENIE THOMPSON (rthompson8@elon.edu)