



PAYROLL – Manual Time Sheet Entry (Student Staff)

Accounting/Payroll
2900 Campus Box
Kim Lea (336-278-5261)
Email: klea4@elon.edu

All information must be completed for request to be processed. Missing information will require the time sheet to be returned to the supervisor for corrections. Use ONE Payroll Request for each pay period.

EMAIL COMPLETED FORM TO KIM LEA (klea4@elon.edu)

Today's Date									
Supervisor's Name/Phone (print) (required)					Ext:				
	Department								

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

Student did not submit
Supervisor did not approve

Position Title (ex: 115105PLA09800)																		

Student Information	First Name	
	Last Name	
	University ID #	

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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Ending Pay Period Date:	
Student Signature (required):	
Supervisor's Signature (required):	

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