



## 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 Diana Hartley ([dhartley@elon.edu](mailto:dhartley@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.	