

Name:

Last

First

Middle

Student Employee Wage-Hour Report

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Payroll Period	Month	Day	Year	Social Security Number
	Beginning			
Ending				

	Day	Hrs	Activity	Day	Hrs	Activity	Day	Hrs	Activity	Day	Hrs	Activity
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Total Hours By Week												
Total Hours Worked for the Period												

I certify the information reported here to be correct and that I have worked no more than _____ hours for other departments of ISU for this period.

Employee's Signature _____ Date _____

Certified to be correct and work was performed in a satisfactory manner.

Supervisor's Signature _____ Title _____

Pursuant to university procedures and state law, it is required that the information requested on this form be provided.

If it is not provided, no payroll check will be issued.

*All student XH base employees must complete the Employee's Wage-Hour Report and submit it to his or her immediate supervisor or departmental office for each payroll period.

*Total hours compensation must include hours worked for noncash payments such as room and/or board or goods received.

*This report is due on the 15th and last day of each month. When either date falls on a Saturday, Sunday or holiday, reports are due the next working day. All reports should be typed or printed in ink.

*Where time clock cards are used, attach card, completing information not shown on card.

The University is covered by the Fair Labor Standard Act. All student employees must be paid in compliance with the law. This regulation mandates that these employees be compensated for all hours above 40 per workweek at the rate of time and one-half. All hours worked from all sources within the University are considered in determining if overtime at time and one-half is applicable.

ATTENTION TO DEPARTMENTS: In addition to this report, all other payroll or employment records such as time clock cards, contracts and agreements, and exemption memoranda, must be preserved by each department for five years from the last date of entry.