



SUNY Institute of Technology
 P. O. Box 3050, Utica, NY 13504-3050

DAILY TIME RECORD

NAME _____ PERIOD ENDING _____

LAST FOUR DIGITS OF SOCIAL SECURITY # _____

- Students must complete an authorization prior to beginning work and are limited to 20 hours per week (Thursday-Wednesday) when classes are in session.
- A break of at least **30 minutes** must be shown when working over six consecutive hours.
- All entries must be in ink. Complete all portions of this time sheet before submitting it to the Business Office. Incomplete time sheets could delay payment.
- Supervisors are responsible for checking time sheets for accuracy.

Day	Date	Start Time	End Time	Start Time	End Time	Total Hrs.
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Week 1 total:						
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Week 2 total:						

Account Number _____

Total Hours Worked _____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____