

SOCIAL SCIENCES ACADEMIC STUDENT TIME RECORD - UCSC

Pay Period: ____/24/____ to ____/23/____

Check all applicable: Student:___ Reader:___
 Tutor:___ Group Tutor:___
 Workstudy:___

**Time record due on the
24th of the month.**

Employee: _____ ID Number (optional): _____ Department : _____

Employee phone #: _____ Supervisor name: _____ Account(optional): _____

Employee email: _____ Supervisor email: _____ Job end-date: _____

<p>Instructions: INCOMPLETE TIME RECORDS MAY RESULT IN DELAY OF PAYCHECK</p> <ol style="list-style-type: none"> 1. Indicate P.I./Supervisor's name for each appointment. 2. Record daily the amount of time worked to the nearest quarter hour (i.e., 1.25, 1.75). 3. Please remember to total your hours. 4. Please remember to sign your time records. 5. Employee, supervisor(s), and Department Assistant (if applicable) must sign in space provided. 6. PLEASE BE AWARE OF NON-EXISTENT DAYS, (e.g. 2/30, 9/31, 11/31, etc.) 	<p>Note:</p> <p>Undergraduates who fall below 6 units and graduate students who fall below 5 units will be subject to DCP and Medicare withholdings (8.95%).</p>
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	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Total
REG hours																																
Hours 2																																
Hours 3																																
Total																																

 EMPLOYEE SIGNATURE Date

 SUPERVISOR SIGNATURE Date

 DEPARTMENTAL SIGNATURE (OPTIONAL) Date