



Student Employee Timesheet

Beginning Date:	
Ending Date:	
Student Name:	
WKU ID:	
Department/Unit:	

Instructions: The Fair Labor Standards Act and the Commonwealth of Kentucky labor laws require that a record of hours worked on a weekly basis be maintained for all non-exempt employees. Student employees who are paid biweekly are in this category. While student employees are paid every other Friday, time worked must be documented on a weekly basis. The University workweek begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday. Documented time on this record should be transferred to the Time Entry electronic form and submitted electronically. If the timesheet due date has passed, a copy of this timesheet should be emailed to the Payroll Office at payroll@wku.edu for prompt payment.

- 1. Daily hours** – Daily Hours of work should be recorded to the nearest quarter hour (.25, .50. or .75).
- 2. Total Regular Hours** – The total hours to be paid at the regular rate.
- 3. Total Overtime Hours** – Overtime work is defined as those hours actually worked beyond 40 during an official workweek. Hours worked during two or more weeks may not be combined or averaged to determine any overtime due.
- 4. Compensatory Time** – Compensatory time is not allowed by either state law or University policy. All hours worked must be paid at either the regular or overtime rate as applicable.
- 5. Overtime Rate** – Any overtime is paid at the rate of one and one-half times the regular pay rate (calculated on an hourly basis).

GUIDE TO ABBREVIATIONS: L# = LAB #, C# = COURSE #, HC = Help Center, Offc = MAIN OFFICE, R = Research

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
CALENDAR DATE								
L#, C#, HC, Offc, R								
Time In								
	Total Hours							
Time Out								
L#, C#, HC, Offc, R								
Time In								
	Total Hours							
Time Out								
L#, C#, HC, Offc, R								
Time In								
	Total Hours							
Time Out								
L#, C#, HC, Offc, R								
Time In								
	Total Hours							
Time Out								
Wk 1 Total Per Day								

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		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
CALENDAR DATE								
L#, C#, HC, Offc, R								
	Time In		Total Hours ↓		Total Hours ↓		Total Hours ↓	
	Time Out							
L#, C#, HC, Offc, R								
	Time In		Total Hours ↓		Total Hours ↓		Total Hours ↓	
	Time Out							
L#, C#, HC, Offc, R								
	Time In		Total Hours ↓		Total Hours ↓		Total Hours ↓	
	Time Out							
L#, C#, HC, Offc, R								
	Time In		Total Hours ↓		Total Hours ↓		Total Hours ↓	
	Time Out							
L#, C#, HC, Offc, R								
	Time In		Total Hours ↓		Total Hours ↓		Total Hours ↓	
	Time Out							
Wk 2 Total Per Day								
Total Reported Hours		Week 1:		Week 2:				

I certify that this record is accurate and accounts for my time during the indicated period.

Student Employee's signature

Date

I certify that the hours recorded and coded on this form are correct to the best of my knowledge and are in accordance with University policy.

Supervisor's signature

Date

Department/Unit Heads are responsible for maintaining this record in departmental files on each covered student employee for a period of three (3) years. These records may be checked for compliance at anytime by the Department of Human Resources or by the Internal Auditor.

Please refer to the current year Payroll Calendar on the Payroll Department's website for timesheet due dates and pay dates. **Timesheets not submitted and approved by deadline** may result in delay of pay.