VASSAR COLLEGE STUDENT EMPLOYEES Return by 5:00 PM on Payroll Wednesdays to: payroll@vassar.edu or FAX: 845-437-7742

Please use this template, complete in full with your org and student information. Enter ea student's name and hours worked next to the dates. Refer to Payroll Calendar on JobX (Additional Forms/Res) for payroll dates each pay cycle.

Organization:

Position Number: V

BW 20	**2015-16**	Student 1	Student 2	Student 3	Student 4	Student 5	Student 5	Student 6	Student 7	Student 8
	9/2	2.00	2.50	2.00	1.50		1.00			
	9/3	1.00		2.00		2.00	3.00			
	9/4	2.00	2.50	2.00	1.50	2.50	1.00			
	9/5					2.50				
	9/6	3.25	2.50	2.00	2.00	1.50	3.00			
	9/7									
	9/8									
	9/9	2.00	2.50	3.00	1.50	1.00	2.00			
	9/10	2.00	2.50	3.00	1.50	2.50	1.00			
	9/11	2.00	3.25	2.50	2.50	3.75				
	9/12						3.00			
	9/13									
	9/14									
	10/1									
	Total	14.25	15.75	16.50	10.50	15.75	14.00	0.00	0.00	0.00

LATE HOURS NOT RECORDED/APPROVED FROM PREVIOUS PAY CYCLES

Add Student Name, Total Hours and in comment section idicate date and hours for each day (Ex: Total late hours: 10 Comment Section:9/10/15 = 3hrs, 9/11/15= 4 hrs, 9/12= 3hrs)

Student Name	**Total Late Hours**	**Comment Section**