

**UNIVERSITY OF NORTHERN COLORADO
STUDENT SALARY TIMESHEET**

Bear #:	Position Suffix #:	Name:
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FOAP #s: Fund: <input style="width:50px;" type="text"/> Org: <input style="width:50px;" type="text"/> Account: <input style="width:50px;" type="text"/> Program: <input style="width:50px;" type="text"/>	Total Salary to be Paid:
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For the month(s) of:

SM ID _____ Amount to be Paid \$ _____	<p>A Student Salary can be paid once or twice a month. SM = Semi Monthly pay ID = Pay Cycle you want the salary paid on *Odd number pay-IDs pay in the middle of the month (the 15th) * Even number pay-ID's pay at the end of the month. <i>Example: SM9 pays on May 15th; SM10 pays on May 31st</i></p> <p>Student Salary's can be entered by the Dept with someone with Time /Leave Security called a Time Keeper.</p> <p>Enter the SM ID you want them paid on and the amount and give to your Depts Timekeeper.</p>
SM ID _____ Amount to be Paid \$ _____	
SM ID _____ Amount to be Paid \$ _____	
SM ID _____ Amount to be Paid \$ _____	

Dept. Name:
 Contact:
 Phone #:

By signing below I am certifying that the salary shown herein is a complete and accurate amount for time worked for the reporting period.

If I am a **WORK STUDY**, I also certify that I am currently in a minimum of 12 undergraduate credit hours or 9 graduate credit hours and am making satisfactory academic progress towards my degree objective.

If I am a **STUDENT SALARIED worker**, I also certify that I am currently enrolled in a minimum of 6 undergraduate credit hours or 5 graduate credit hours and am making satisfactory progress towards my degree objective. *(It is a recommendation to have the Student sign this contract but not required for payment)*

Employee Signature: _____ Date: _____

I certify that this employee has performed the work report in a satisfactory manner.

Supervisor Signature: _____ Date: _____

Authorized FOAP Signature: _____ Date: _____