



# PAYROLL - Manual Time Sheet Entry (Student Staff)

Accounting/Payroll  
2900 Campus Box  
336-278-5284 (Renie Thompson)

Today's Date

Supervisor / Phone

 X

Department

Accounting  
Department  
Stamp

Student Information	First Name	<input type="text"/>
	Last Name	<input type="text"/>
	Datatel ID#	<input type="text"/>
	Email	<input type="text"/>
	Campus Box	<input type="text"/>

**All** information must be completed for request to be processed.  
  
Use ONE Payroll Request for each pay period.

Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Total
Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Total
Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason Web Time Entry was not used (check one)  Student did not submit  Supervisor did not approve

Total Hours

Rate Per Hour \$

Ending Pay Period Date

Student Signature (required)

Supervisor's Signature (required)

-  
Account Description (ex: Media Services - FWSP or IWSP)

By signing this request you are confirming this student has not been paid for these hours in the past.