

**UNIVERSITY OF CALIFORNIA, IRVINE  
 THE HENRY SAMUELI SCHOOL OF ENGINEERING  
 ON CAMPUS WORK STUDY  
 BI-WEEKLY TIME RECORD**

<b>Employee:</b>	<b>UC ID#:</b>
<b>Department:</b>	<b>Pay Title:</b> Student Assistant
<b>Supervisor:</b>	<b>Telephone:</b>
<b>Pay Cycle:</b>	<b>Pay Period Dates:</b>

This time sheet must be retained for a period of 6 years and 4 months in the department or agency employing the work-study student. Students should average no more than twenty (20) hours per week when classes are in session, and not more than forty (40) hours per week during vacation period.

DATE	HOURS		DATE	HOURS

**TOTAL HOURS** \_\_\_\_\_

Each timesheet will be submitted bi-weekly on the timesheet deadline.

**SIGNATURES:**

Student (Employee) \_\_\_\_\_ Date \_\_\_\_\_

Supervisor (Employer) \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only:		
PAY CYCLE	B-1	B-2
<b>Total Hours:</b>		
<b>BALANCE AVAIL.</b>		
<b>ACCOUNT/FUND</b>		
<b>Input Date:</b>		