UNIVERSITY OF NORTHERN COLORADO
STUDENT SALARY TIMESHEET

Bear #:   Position Suffix #:   Name:

FOAP #s:

Fund: [   ]   Org: [   ]   Account: [   ]   Program: [   ]

Total Salary to be Paid:

For the month(s)of:

SM ID___-____ Amount to be Paid $_____

SM ID_____-___Amount to be Paid $ _____

SM ID_____Amount to be Paid $_____

SM ID_____Amount to be Paid $ _____

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.
     Example: SM9 pays on May 15th; SM10 pays on May 31st

Student Salary's can be entered by the Dept with someone with Time /Leave Security called a Time Keeper.

Enter the SM ID you want them paid on and the amount and give to your Depts Timekeeper.

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: