Undergraduate / Graduate Student - Timesheet

INSTRUCTIONS: (2 easy steps)
Step 1 - Complete both sections of timesheet.
Step 2 - Submit the timesheet to the WSA Administrative Office located in Usdan 104.

Section 1
The student group leader sponsoring the event should complete the following.

Name of Event/Activity: __________________________________________

Date of Event/Activity: _________________________________________

Student Group Name (sponsoring event): ____________________________

Student Group Smartkey Number (10-digits): _________________________

Financial Contact signature required for verification of funds:

Date: __________________

Print Name: __________________

Signature: __________________

WesID: __________________

Section 2
Please have student worker(s) who were hired for the event complete the following.

Circle one:
1. Registered as: Undergraduate Student / Graduate Student
2. Completed I-9 Form: Yes / No  (If not sure, contact Payroll to verify 860-685-2670)

Complete the following:

<table>
<thead>
<tr>
<th>NAME (please print)</th>
<th>Signature</th>
<th>WesID #</th>
<th>Hourly Rate</th>
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