### Earnings Type Legend:
- **SCK**: Sick
- **VAC**: Vacation
- **HOL**: Holiday
- **PER**: Personal

I certify that I have first hand knowledge of (or have used reliable means of verifying) work performed by this individual and that the salary distribution for the period covered is reasonable in relation to the work performed.

I certify to the accuracy of the hours worked and authorized time off as recorded above. I understand that intentional or willful falsification of time reports is a serious violation of University policy that will result in disciplinary action, including the possibility of immediate discharge, and may also subject me to civil and criminal prosecution.

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#### TIME WORKED

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>WEEKLY HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Stop</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Total Approved Hours:**

**Handwritten Note:**

**EXAMPLE:**

**STUDENT TIMESHEET:** STUDENT NON FWS