

MANHATTANVILLE COLLEGE  
**STUDENT TIME SHEET**

Submit completed Time Sheet to the Payroll Office (Benziger Hall – ELI-1)  
Incomplete timesheets will be returned to the student.

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Dept: \_\_\_\_\_

Phone: \_\_\_\_\_ Dept Budget Code: \_\_\_\_\_ Supv Ext: \_\_\_\_\_

Pay Rate: \_\_\_\_\_ Position: \_\_\_\_\_

FWS       NFWS       OFWS       Int'l

Week of : \_\_\_\_\_ to \_\_\_\_\_

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hrs
Time In								
Meal Break								
Time Out								
<b>Total</b>								

Week of : \_\_\_\_\_ to \_\_\_\_\_

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Time In								
Meal Break								
Time Out								
<b>Total</b>								

**Total Hours Worked:** \_\_\_\_\_ **Total Dollar Amount:** \_\_\_\_\_

**Supervisor – please initial any changes made on timesheet and sign off with BLUE INK**

Supervisor Name (PRINT): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Students are required by State law to take an unpaid meal break of at least one-half (1/2) hour if a daily work shift exceeds 6 hours. This will be automatically deducted if not documented.**

**Students may use this manual timesheet ONLY if they miss the Web Time Entry deadlines or to submit work hours for prior pay period. Please refer to the Student Payroll Schedule for processing dates.**