

Student Services Building 3.200 • Mail Code E3700 • (512) 475-6247 E-Mail: hirealonghorn@austin.utexas.edu • Website: www.hirealonghorn.org

ON-CAMPUS MONTHLY EARNINGS REPORT

Hiring Department:	Payroll period: / /	/ /
0 1	(MM/DD/YY)	(MM/DD/YY)

Name of Student:

Student's EID.:

Account Number:

_____ Hourly Rate: _____

Week	Number of Hours					Total Hours		
	Μ	Т	W	Th	F	S	Su	
From/ To/								
From/ To/								
From/ To/								
From/ To/								
From/ To/								
Totals								

Work-Study Employee's Signature

Date

I hereby certify that the above is a true statement of the hours worked by the above-named student, and that he/she has performed his/her job in a satisfactory manner.

Supervisor's Signature	Date
Supervisor's Name & Telephone #:	/
Payroll Contact's Name & Telephone #:	/

Department's Campus Mail Code: _____

Note: *Monthly Earnings Reports* must be submitted to the Work-Study office within 2 weeks of payment to the student. Do not prepare the top portion of the *Monthly Earnings Report* in advance as incorrect EID's and account numbers cause delays in processing.