

# TIME SHEET

**Please complete in blue or black ink. Time sheets completed in pencil will be returned.**

Name \_\_\_\_\_ Student ID No. \_\_\_\_\_

Pay Period Start \_\_\_\_\_ End \_\_\_\_\_ Time Sheet Due \_\_\_\_\_ Pay Day \_\_\_\_\_

During this pay period, have you worked for any other NC State University department or other state government agency?  No  Yes: \_\_\_\_\_

Immediate Supervisor at Student Media \_\_\_\_\_

Select only one outlet per time sheet. If you did work or earned commission for multiple outlets in a pay period complete one time sheet for each.

- Agromeck
- General Administration
- Nubian Message
- Roundabout
- Technician
- Windhover
- WKNC

Date	Type of Project	Description, Headline or Assignment Title	Flat Rate Amount
<b>Front Page Total</b>			
<b>Back Page Total</b>			
<b>GRAND TOTAL :</b>			

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

Editor/Manager/Adviser \_\_\_\_\_ Date \_\_\_\_\_ Adviser Initials \_\_\_\_\_

**Incomplete or inaccurate time sheets WILL BE RETURNED, potentially delaying payment.**

**ALL** staff members paid by flat rate must complete and sign time sheets in order to be paid. Time sheets should be turned in within the same pay period as the work is completed. Anyone except the editors and the top managers appointed by the board must have their time sheets signed by the appropriate editor(s)/manager(s). Media advisers will sign top editors' and managers' time sheets. Time sheets will not be processed without the proper authorization. Flat rate pay time sheets must reflect the specific project by the type of assignment (ex: photo assignment, podcast, news article, opinion column) and the assignment description, title or headline (ex: Women's Soccer vs. ECU, Student Body President profile) so the nature of the project is clear.

