# Student Payroll

## STUDENT HOURLY HIRE LIST

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>M.I.</th>
<th>Student ID #</th>
<th>S.U.</th>
<th>Box #</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hourly Pay Rate</th>
<th>Max. # of Hours Per Semester</th>
</tr>
</thead>
</table>

**Fall Hours - Semester Limit (Unless limited by the Financial Aid Office)** 8/23/2010 12/12/2010 374

**Spring Hours - Semester Limit (Unless limited by the Financial Aid Office)** 1/10/2011 5/9/2011 289

**Summer Hours - Semester Limit (Unless limited by the Financial Aid Office)** 5/10/2011 8/23/2011 221

Students are never to earn over 884 total hours for the "Calendar Year". (Financial Aid may also limit hours.)

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**Dept. Supervisor Name** (Please Print): ______________________________

**Ext. #** __________  **Dept.** ______________________________

**Department Supervisor Signature:** ______________________________

**Department Account #** _______-_______-_______

**Authorization to sign student time sheets:**

*Academic Year Term*: 51830  *Summer Term*: 51835

Name: ______________________________  Signature: ______________________________

**Date Signed:** ______________________________

**Budget Officer Approval:** ______________________________

Students are never to earn over 884 total hours for the "Calendar Year". (Financial Aid may also limit hours.)

**Please Complete all Information and Return This Form To The Business Office**

For Pay Period Calendar and other Payroll Information visit our web site: http://www.southwestern.edu/businessoffice/

Revised 04/09/10