**Complete & Accurate Information is Required**

Please understand paper timecards are an administrative burden and as a result, pay will be delayed by at least one pay period.

**FOR PERIOD ENDING (Saturday Date):**

**NAME:** _______________________________________________________

**STUDENT ID#:** ________________________________________________

**DEPT:** _______________________________________________________

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**ROUND TO NEAREST QUARTER HOUR**

<table>
<thead>
<tr>
<th>DATE</th>
<th>START</th>
<th>FINISH</th>
<th>TOTAL HOURS</th>
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<tbody>
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<td>____</td>
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</table>

**WEEKLY TOTAL** ____________

**PAY PERIOD TOTAL** ____________

**Paper timecards will not be accepted without a reason below**

The reason my timecard was not completed on NazNet is because ____________

**STUDENT SIGNATURE:** ___________________________________________

**APPROVED BY:** ________________________________________________

(SIGNATURE OF FACULTY OR STAFF MEMBER)

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