



## Student Payroll Exception Form

### INSTRUCTIONS

Complete this form in it's ENTIRETY if a time sheet was never turned in to Payroll or if one was returned to you for any of the reasons listed below. If you need a time sheet please click on the

<http://www.washcoll.edu/offices/human-resources/student-payroll.php>

Student Name \_\_\_\_\_

Student ID# \_\_\_\_\_

Department Name \_\_\_\_\_

Supervisor Name \_\_\_\_\_

### Reason for late/inaccurate time sheet. If a time sheet was never turned in please explain

\_\_\_\_\_ A time sheet was never turned in to Payroll: \_\_\_\_\_

\_\_\_\_\_ Hours listed are outside of the pay period: \_\_\_\_\_

\_\_\_\_\_ The time sheet is missing a signature: \_\_\_\_\_

\_\_\_\_\_ Missing or incomplete pay pack from the student: \_\_\_\_\_

\_\_\_\_\_ No SEA from the supervisor: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**PLEASE CORRECT AND RETURN FORM AND TIME SHEET FOR PROCESSING TO THE PAYROLL OFFICE.**

If you have any questions, please call Tracey Yiannakis at 410-778-7781.