

**FORM E**

**University of Wisconsin – Stevens Point  
Intern Time Card**

Student's Name:

Pay Period:

Today's Date:

Sun	Mon	Tues	Wed	Thur	Fri	Sat	Week #1

Sun	Mon	Tues	Wed	Thur	Fri	Sat	Week #1

**Note to Supervisor:** By emailing this form to the Internship secretary, you agree that these hours submitted are correct to the best of your knowledge. If this timesheet is sent via email it must come from the Intern's supervisor or other authorized employer representative.

- Instructions:** Type Employee's name  
 Enter Pay period (Aug C, Sept B, etc) according to the attached pay schedule  
 Type in hours each day and total hours for each week  
 Fax or email to me at the following address/fax number  
 If you have any questions, contact Tammy at 715-346-4617

Email to: [thanson@uwsp.edu](mailto:thanson@uwsp.edu)  
 Fax to: 715-346-4554

**SPRING 2009 PAYROLL SCHEDULE**

Payperiod	Payroll	Max hrs	Check date
Dec 28 – Jan 10	Jan A	80	Jan 23
Jan 11 – Jan 24	Jan B	60	Feb 6
Jan 25 – Feb 7	Feb A	40	Feb 20
Feb 8 – Feb 21	Feb B	40	Mar 6
Feb 22 – Mar 7	Mar A	40	Mar 20
Mar 8 – Mar 21	Mar B	60	Apr 3
Mar 22 – Apr 4	Apr A	40	Apr 17
Apr 5 – Apr 18	Apr B	40	May 1
Apr 19 – May 2	May A	40	May 15
May 3 – May 16	May B	40	May 29

Direct Deposit is required. Pay stubs are only available online.