MEMO TO: Payroll Office

FROM: ________________

SUBJECT: Student Payroll – Certification of Hours Worked

_____________________________________ will not be here after _______________
because ____________________________________________________________.

Therefore, he/she will not be able to sign the student payroll time sheet. This memo is to certify that
he/she worked ________ hours from __________________ through _________________.

These hours will be recorded on the time sheet when it is received. Attach memo to time sheet and return
to payroll office by due date.

_________________________________
Supervisor

Date

_________________________________
Student

Date