

Student Timecard Request

Use this form to request a paper timecard for a student whose WTE timecard was not processed. This can also be used to request a supplemental timecard for hours left off a WTE timecard.

Please fax the completed form to 8600

Department Name: _____

Department Account Number: _____ Que #: _____

Supervisor Name: _____

Supervisor Phone Number: _____

Pay Period: Begin Date: _____ End Date: _____

Student Name: _____ Baylor ID #: _____

Work Study

Graduate Biweekly

Reason for request: _____

Student or Supervisor can pick up the timecard in 24 hours

Student Signature: _____ Supervisor Signature: _____