STUDENT TIMECARD REQUEST FORM
Please scan or e-mail this request form to:
Payroll Fax Number: 8600  OR  Email: Payroll_Office@baylor.edu

Please select one of the following:

☐ BearWeb time card not opened/submitted.
☐ Request for supplemental hours to be added to time card.

Department Name: ____________________________________________
Department Account Number:_______________ Queue Number:_
Supervisor Name: ___________________  Phone Number:_______________
Pay Period Begin Date:_____/_____/_____ Pay Period End Date:_____/_____/_____
Student Name: ___________________  Student ID Number:_______________

☐ Work-Study  ☐ Graduate Bi-weekly

NEW TIMECARD PROCEDURES:
This timecard request form will be processed, and the blank timecard will be scanned and e-mailed back
to the supervisor named above. When the supervisor receives the timecard via e-mail, please follow
these instructions:

1. Print the timecard
2. Complete and total all worked hours (rounded to nearest 15 minutes, each day, each week
and grand total)
3. Supervisor and student will both need to sign timecard
4. After the timecard is completed and signed, the timecard will need to be scanned and e-
mailed to Payroll_Office@baylor.edu. We will process the timecard to pay on the next
scheduled payroll.

Cash voucher rules: A cash voucher is to be requested only if it is crucial for the student to be paid before
the next scheduled pay date. Students are allowed only one cash voucher per semester.

X  X
Student Signature  Supervisor Signature