

Timecard
available
online.



ABOUT US

FOR

OFFICE OF UNDERGRADUATE RESEARCH

UNDERGRADUATE STUDENTS
INTERESTED IN RESEARCH?

UROP Timecard

Employee Information

Full Name*

First Name

Last Name

uNID*

UMail*

Submission confirmations will be sent to this account.

All fields with
an **asterisk**
are required.

Are you currently employed elsewhere on campus?*

☐ Yes ☐ No

Pay Period Information

Pay Period*

Submit Timecard

Pay Period Information

Pay Period*

05/15/2017 - 05/31/2017

05/15/2017 - 05/31/2017

Mon 05/15

0.00

May not exceed 8.00 daily hours.

Tue 05/16

0.00

May not exceed 8.00 daily hours.

Wed 05/17

0.00

May not exceed 8.00 daily hours.

Thu 05/18

0.00

May not exceed 8.00 daily hours.

Fri 05/19

0.00

May not exceed 8.00 daily hours.

Enter total hours worked for each date in the pay period.

Hours must be rounded to nearest quarter-hour.

Hours may not exceed 8.00 per day or 19.00 per week.

Totals must match data entered in KRONOS, if applicable.

Discrepancies may delay pay check.

Week 1 Total Hours

0.00

May not exceed 19.00 weekly hours.

24.00

Approvals

Faculty Mentor, Post Doc, Graduate Assistant, or Lab Supervisor*

Select mentor
from
dropdown list.

Confirm Mentor Email*

Please type the mentor email exactly as it appears above.

If your faculty mentor, post doc, graduate assistant, or lab supervisor is not listed in the dropdown list above, select **Other** as your mentor. Doing so will require you to contact our office and your mentor so that they can be added to future timecards.

Errors may
delay
paycheck.

If your faculty mentor, post doc, graduate assistant, or lab supervisor is not listed in the dropdown list above, select **Other** as your mentor. Doing so will require you to contact our office and your mentor so that they can be added to future timecards.

Sign here to verify all information on this timecard*

Signature must include full name to be considered valid.

[\[clear\]](#)

Submit Timecard



**Your UROP Timecard for the 05/15/2017 - 05/31/2017 pay period was
successfully submitted.**

A copy of your submission has been sent to you and your mentor.

A copy of your entire
submission will be
sent to your UMail.
**Save these
confirmation emails
to keep track of
your submitted
UROP hours.**