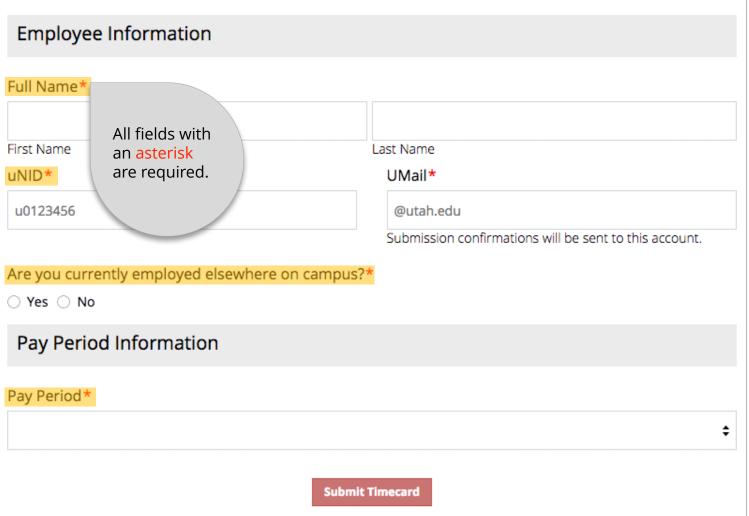


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OFFICE OF UNDERGRADUATE RESEARCH

UROP 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.

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Hours must be rounded to <u>nearest quarter-hour</u>.

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*	
Confirm Mentor Email*	Select mentor from dropdown list.
Please type the mentor email exactly as it appears above.	
If your faculty mentor, post doc, graduate assis above, select Other as your mentor. Doing so so that they can be added to future timecards.	is not listed in the dropdown o our office and your mentor
Sign here to verify all information on this timecard*	
Signature must include full name to be considered valid.	[clear]

Submit Timecard

OFFICE OF UNDERGRADUATE RESEARCH



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.