Late UROP Timecard

U OFFICE OF UNDERGRADUATE RESEARCH

Date	In	Out	Shift	Daily	Period
EXAMPLE Mon 1/01	9:00am	10:00am	1.00	1.00	1.00
Tue 1/02	11:00am	12:15pm	1.25		
Tue 1/02	1:00pm	2:30pm	1.50	2.75	3.75
Wed 1/03	3:45pm	4:00pm	0.25	0.25	4.00 EXAMPL

All Late UROP Timecards must be submitted with **original signatures from the employee and the Faculty Mentor** (not grad students, post-docs, or lab supervisors) to the Office of Undergraduate Research (Sill 005).

Only **COMPLETED** and **LEGIBLE** Late UROP Timecards will be accepted and processed. Only one pay period (1 – 15, 16 – end of the month) may be entered per Late UROP Timecard.

By signing and submitting this form, you understand that submission of more than one Late UROP Timecard will result in your immediate termination from UROP and thus forfeiture of the remaining UROP funding.

Name of Employee

uNID

Name of Faculty Mentor