



HARRIS-STOWE STATE UNIVERSITY
STUDENT WORKER PROGRAM



MISSOURI—LOUIS STOKES ALLIANCES FOR MINORITY PARTICIPATION



MoLSAMP TIME SHEET SUBMISSION

DIRECTIONS: Undergraduate Researchers that are hired through the MoLSAMP grant and are paid with a stipend payment should complete this form by *typing* the information requested in the spaces below and then printing the document in order to obtain original signatures in blue or black ink for themselves and their supervisor. Please contact your direct supervisor to submit your timesheet. Incomplete time sheets (missing information; handwritten instead of typed, etc.) will not be processed—instead, they will be returned to the supervisor for updating. Late submissions will not be processed until the following pay period, and time sheets received after the last *Time Sheet Due* date on the current [SWP Payroll Schedule](#) will not be paid out to the student.



FULL NAME: _____ **HORNET ID:** _____

PAY PERIOD: _____ **DUE DATE:** _____

By signing this form, both the Student and the Supervisor are confirming that the required time and effort that is required for the tutoring assignment given to them through the Louis Stokes Alliances for Minority Participation program has been contributed and that it did not take away from the student’s scheduled class time. You understand that confirming information that is not true or accurate can result in disciplinary action, up to and including termination from the MoLSAMP program.

STUDENT SIGNATURE: _____ **DATE:** _____

SUPERVISOR SIGNATURE: _____ **DATE:** _____