

JACKSONVILLE STATE UNIVERSITY
Jacksonville, Alabama

MEMO TO: Payroll Office

FROM: _____

SUBJECT: Student Payroll – Certification of Hours Worked

_____ will not be here after _____

because _____.

Therefore, he/she will not be able to sign the student payroll time sheet. This memo is to certify that

he/she worked _____ hours from _____ through _____.

These hours will be recorded on the time sheet when it is received. Attach memo to time sheet and return to payroll office by due date.

Supervisor Date

Student Date

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