



# Life University

## Attendance Verification

Date \_\_\_\_\_

Name \_\_\_\_\_

Telephone/Cell Number \_\_\_\_\_

Department \_\_\_\_\_

Email Address \_\_\_\_\_

Position \_\_\_\_\_

Week Ending (week ends on Sunday) \_\_\_\_\_

Enter Date	Time In	Time Out	Time In	Time Out	Travel Time	Daily Total Hours
Mon / /						
Tues / /						
Wed / /						
Thurs / /						
Fri / /						
Sat / /						
Sun / /						
					<b>Weekly Total</b>	

Employee Signature \_\_\_\_\_

Department Head Signature \_\_\_\_\_

Total hours approved \_\_\_\_\_

Department Head Print \_\_\_\_\_

Human Resources Signature \_\_\_\_\_

Note: Work **Study and Part-Time Students may not serve more than 20 hours per week (No Exceptions)**. Please write neatly and complete all applicable information on the Attendance Verification form. We strongly encourage you to keep copies of your forms for your personal records. Forms should be submitted to the Human Resources Department on **Monday no later than 8:00am**. Failure to submit this form in a timely manner may result in delayed pay.