



Undergraduate Research Opportunity Program
 1190 USB, 204 Washtenaw, Ann Arbor, Michigan 48109-2215
 PHONE: (734) 615-9000 www.lsa.umich.edu/urop
 FAX: (734) 615-9971

Fall 2009: Temporary, Work Study, Sponsored Research Bi-Weekly Time Report

UM ID: _____

Employee Name: _____

Hourly Rate: \$8.50 first year, \$9.00 returning work-study students

Peer Advisor: _____

Paydate: _____ Pay period: _____

Use specified dates from below only!

Pay Period	Due in UROP Office by 4:30 p.m.	Paydates
___ 09/06/09 – 09/19/09	Thursday, 09/17/09	09/25/09
___ 09/20/09 – 10/03/09	Thursday, 10/01/09	10/09/09
___ 10/04/09 – 10/17/09	Thursday, 10/15/09	10/23/09
___ 10/18/09 – 10/31/09	Thursday, 10/29/09	11/06/09
___ 11/01/09 – 11/14/09	Thursday, 11/12/09	11/20/09
___ 11/15/09 – 11/28/09	Tuesday, 11/24/09 Early Deadline	12/04/09
___ 11/29/09 – 12/12/09	Thursday, 12/10/09	12/18/09
___ 12/13/09 – 12/26/09	Tuesday, 12/22/09 Early Deadline	12/31/09

You must turn in your bi-weekly timesheets to the UROP Office. Timesheets are to be signed by you and your faculty sponsor or other authorized signer. Timesheets faxed or mailed will not be accepted.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Hours in Week 1:	_____							
Hours in Week 2:	_____							

Two Week Hour Total: _____

I verify that the hours reported on this timesheet are accurate.

Student's Signature _____ Date _____

Faculty/Authorized Signer _____

FALSIFYING TIMESHEETS

Students found falsifying timesheets will face severe disciplinary action by the Board of Academic Standards, in accordance with the Academic Judiciary Manual of Procedures. Falsification of timesheets includes: adding hours after the Faculty Sponsor has signed the timesheet, reporting hours not worked, and forgery of signatures. UROP contacts Faculty Sponsors for timesheet verifications.