

Department Use Only  
**BGSU Student Employee Interim Time Card**  
*Do Not Send to Payroll*

The *interim time card* is to be used to record in and out punches for the period of time *after* employers have been notified that a student has been cleared to work up until the student's eTime card is "live" in the system. Once the eTime card is activated, the ETA (eTime approver) transfers the information below to the student's eTime card. This form is for your department use only – *it is not to be submitted to Payroll*. If an eTime card is not activated within five business days of receiving a clearance to work for this student, contact Student Employment at 372-2865.

Name \_\_\_\_\_ P \_\_\_\_\_ Week Ending \_\_\_\_\_

Date	In	Transfer to org/suborg	Out	In	Transfer to org/suborg	Out	Hours Worked
S	:		:	:		:	:
M	:		:	:		:	:
T	:		:	:		:	:
W	:		:	:		:	:
R	:		:	:		:	:
F	:		:	:		:	:
S	:		:	:		:	:
<b>Total Hours:</b>							: