

AUXILIARY SERVICES TIMESHEET

UC Davis • Student Disability Center • 160 South Silo

INSTRUCTIONS: Complete one timesheet for each student for whom you are providing services. If you are providing the same service to two or more students **in the same class** complete a single timesheet. Before submitting the timesheet, be sure all sections are fully completed and that both you and the student supervisor have signed and dated the form. Timesheets are due by the tenth (10th) working day of the month following service. Late timesheets will delay payment. Payment should be received within 2-3 weeks.

Please print clearly in blue or black ink.

Month Services Provided _____ 20____

Service Provider's Name: _____ *Soc.Sec#: _____
Last First M.I.

Mailing Address _____
Street or PO Box City State Zip

Indicate the hours worked each day by class and service. If you are providing the same service for two students in the same class, add one (1) hour once a week.

Class:				
Service:				
Day	# of hrs	# of hrs	# of hrs	# of hrs
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
Tot Hrs:				
Rate:				
Total \$:				
Rec #				

Phone _____

E-Mail _____

UCD Employee? Yes No

Home Dept. & Phone _____

Standing: Undergrad Grad Law
 Non Student Vet Med

<u>Service</u>	<u>Code</u>	<u>Rate (1/1/07)</u>
Communication Asst	CA	7.50
Reader	R	7.50
Test Assistant	TA	7.50
Lab Assistant	LB	7.50
Research Assistant	RA	7.50

Authorization

We certify that the work done and other information provided are correct.

Service Provider

Service Provider's Signature Date

SDC Student

SDC Student's Signature Date

SDC Student's Printed Name

SDC Student (#2)

SDC Student's Signature Date

SDC Student's Printed Name

*PRIVACY NOTICE Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your social security number is mandatory, pursuant to Sections 6011 and 6051 of Subtitle F of the Internal Revenue Code and pursuant to Regulation 4, Section 404.1256, Code of Federal Regulations, under Section 218, Title II of the Social Security Act, as amended. The social security number is used to verify your identity. The principal uses of the number shall be to report payments and income taxes withheld to Federal and State governments.