UNIVERSITY of WISCONSIN
UWMILWAUKEE
Peck School of the Arts

ARTS eco

ArtsECO Spring 2019 Internship Work Record

UWM Student workers are limited to 25 hours of work per week at ALL UW-System appointments during the academic year, 40 hours when school is not in session. ***You must include hours worked at non-ArtsECO UWM appointments (ie, food service, Union Gallery, departmental offices, etc.) with your ArtsECO hours so that you do not exceed 25 or 40 hours per week.***
You will still be paid your full ArtsECO stipend, just perhaps over a longer time frame.

Intern Name: _____
Internship Site: _____

Please complete this form for **each week** that you work at your ArtsECO Internship site. Submit via hardcopy (Art Building, Room 273) or email (artseco-interns@uwm.edu) by the **Sunday following the week of work**. Time sheets are approved on Mondays and paid every two weeks on the following schedule:

- Jan B 2019 • Work weeks: 1/06/19 - 1/19/19 • Work records due: 1/13/19 & 1/20/19 • Paydate: 1/31/19
- Feb A 2019 • Work weeks: 1/20/19 - 2/02/19 • Work records due: 1/27/19 & 2/3/19 • Paydate: 2/14/19
- Feb B 2019 • Work weeks: 2/03/19 - 2/16/19 • Work records due: 2/10/19 & 2/17/19 • Paydate: 2/28/19
- Mar A 2019 • Work weeks: 2/17/19 - 3/2/19 • Work records due: 2/24/19 & 3/3/19 • Paydate: 3/14/19
- Mar B 2019 • Work weeks: 3/3/19 - 3/16/19 • Work records due: 3/10/19 & 3/17/19 • Paydate: 3/28/19
- Mar C 2019 • Work weeks: 3/17/19 - 3/30/19 • Work records due: 3/24/19 & 3/31/19 • Paydate: 4/11/19
- Apr A 2019 • Work weeks: 3/31/19 - 4/13/19 • Work records due: 4/7/19 & 4/14/19 • Paydate: 4/25/19
- Apr B 2019 • Work weeks: 4/14/19 - 4/27/19 • Work records due: 4/21/19 & 4/28/19 • Paydate: 5/9/19
- May A 2019 • Work weeks: 4/28/19 - 5/11/19 • Work records due: 5/5/19 & 5/12/19 • Paydate: 5/23/19
- May B 2019 • Work weeks: 5/12/19 - 5/25/19 • Work records due: 5/19/19 & 5/26/19 • Paydate: 6/06/19

Dates	Hours Worked (ie, 10:00-12:00)	Total ArtsECO Hours	Site Supervisor Approval (signature)	Comments	Non-ArtsECO UWM student worker hours