

DATE: June 21, 2005  
TO: All Student Payroll Timekeepers  
FROM: Carolyn Kerr / Payroll Accountant  
SUBJECT: Student Timesheets

**Where and when to drop off time sheets:**

All timesheets are to be brought to the cashier's window and placed in the box provided. **If the time sheets are late, the student's pay could be delayed.**

Timesheets are due at noon on the 10<sup>th</sup> and 25<sup>th</sup> of the month at the cashier's window on the second floor of Ikenberry Hall. If either of these days occurs on a weekend, the time sheets are due by noon the following Monday.

Timesheets due on the 10<sup>th</sup> should show hours worked from the 25<sup>th</sup> of the month before as well as hours worked during the current month up to and including the 9<sup>th</sup>. Timesheets due on the 25<sup>th</sup> should show hours worked from the 10<sup>th</sup> through the 24<sup>th</sup> of the same month.

At holiday time a memo will be sent instructing you on timesheet due dates different than the 10<sup>th</sup> or 25<sup>th</sup>.

**Important information about time sheet preparation:**

- Use the timesheet that the Student Employment Coordinator sends along with each e-mail approval of a new student employee. This attachment includes the dates that the student begins and ends work.
- Verify the student's name, your department number, the student's EPICS number and your cost center (including type code 81 or 88) on a new timesheet that is sent to you by e-mail. If there is an error on a timesheet, notify Student Employment for a corrected timesheet.
- If the EPICS number or cost centers change for the student during the work assignment period, the Student Employment Coordinator will notify you with a new time sheet attachment in an e-mail.
- The pay period (MONTH and YEAR) is required information. If the student does not fill it in, the supervisor must type or write it on the timesheet.
- The total hours, rate of pay and total pay must be tallied by the supervisor and written or typed on the blanks provided.
- The supervisor must initial any changes in hours or pay on the timesheet.
- Both supervisor and student must sign and date the timesheet. \*\*

\*\*If the student is not available to sign the time sheet, the supervisor must make a copy of the timesheet and turn in the original with "signature on file" written on the student's line. When the student is available, have the student sign the supervisor's copy in blue ink. The supervisor keeps the copy on file in case an audit is required.

**Additional payment information:**

- Paydays occur twice a month: on the 14<sup>th</sup> of February, the 15<sup>th</sup> of 30 day months, the 16<sup>th</sup> of 31 day months, and last day of every month. If any of the pay dates falls on a Saturday or Sunday, paychecks will be available the Friday before the usual date.
- **ANY PAY RATE CHANGE MUST BE APPROVED through the Student Employment Coordinator prior to submission of the timesheet.**
- **Students must have prior permission from the Student Employment Coordinator to work either overtime or on college holidays (including snow days).** Request forms are available on the Student Employment web site.
- Supervisors and Federal Work Study students need to keep track of total hours and money earned to ensure that no one works more than awarded for that specific job.
- **Federal Work Study students working in the community may NOT request to work on college holidays (including snow days).**
- If a student works more than 40 hours during a week (12:01AM Sunday through 12:00PM Saturday), the pay rate is 1.5 times the usual pay rate.
- If a student works during college holidays (including snow days), the pay rate is 2.5 times the usual pay rate.

If you have any questions concerning these instructions, contact Marian Willauer, Student Employment Coordinator ext. 5381. If you have any questions regarding paychecks, contact Carolyn Kerr, Payroll Accountant ext. 5322.

Questions regarding timesheets only may be directed to Lenore Poole, ext. 5638.