Student Timesheet Instructions

General Instructions

The student timesheet should be completed in ink and cut in half along the perforated line prior to being brought to the Business Office. The timesheet should be handed in by the immediate due date following the pay period for which you worked. Timesheets are due in the Business Office by 5:00 pm Friday according to the due date on the Student Payroll Schedule. Please note: you are not eligible to work unless you have completed the necessary Form I-9 requirements in the Business Office.

Pay Rate (This is to be completed by your Supervisor)

The pay rate is determined by the Office of Financial Aid Services and Student Employment.

Employee Name

Use your full legal name as it appears on your social security card. Do not use a nickname.

CWID Number

This is the identification number assigned by the Colleges which is on your student ID Card.

Supervisor Printed Name

This is the supervisor name clearly printed.

Dept Name & Number (This is to be completed by your Supervisor)

Department Name is the department for which you are working. It is the name associated with the department account number. The Department Account Number is 10 digits long. The first 6 digits are for the department that the payroll labor expense should be charged to. The last 4 digits of 1710 are the expense category for student payroll. The last four digits used should always be 1710. An example of how the account number should be written is 270070-1710.

Date

The date that the work was actually performed.

Hours

Record the hours worked for the day. Meal periods **are not** to be included in the total hours worked for the day unless your employer requires you to work during that time period. Record time worked as follows:

```
15 minutes = .25
30 minutes = .50
45 minutes = .75
60 minutes (1 hr) = 1.00
```

If you worked more or less than the above minutes round up or down accordingly. For example, if you worked 1 hour and 20 minutes it should be written as 1.25 hours. If you worked 1 hour and 25 minutes it should be written as 1.50 hours.

Sub-Total Hours

Add the total number of hours worked per week to calculate your sub-total.

Total Hours

Add the two sub-totals to calculate the total hours worked.

Employee Signature

This is the employees' original signature

Supervisor Signature (This is to be completed by your Supervisor)

The individual who signs this form is the person for whom you have directly worked (or the designee) and is knowledgeable about the hours recorded on the timesheet. This should be an original signature (a stamped or photocopied signature is not acceptable).

Date

The date that you are completing the timesheet

OR PAYROLL USE	ONLY		Employee Name		
ASGNMT CODE		_	CWID Number		
ARNING CODE		_	CWID Number Supervisor Printed Name		
			Dept Name & Number		
			Dept Name & Number		
	Date	Hours		Date	Hours
Saturday			Saturd	ay	
Sunday			Sunda	ау	
Monday			Monda	пу	
Tuesday			Tuesd	ay	
Wednesday			Wednes	day	
Thursday			Thurso	lay	
Friday			Frida	y	
Total Hours			Total H	ours	
Employee Signa				Total Hours	
Completion of For	iii i- 3 is required	to work on can	<u>ipus</u>		
Supervisor Signa				Dat	
					
	IT PAYE	ROLL T	<u>IMESHEET</u>	Pay Rate	\$
STUDEN					\$
STUDEN FOR PAYROLL USE		ROLL T	IMESHEET Employee Name		\$
STUDEN		ROLL T			\$
STUDEN OR PAYROLL USE ASGNMT CODE		ROLL T	Employee Name CWID Number		\$
STUDEN OR PAYROLL USE ASGNMT CODE		ROLL T	Employee Name		\$
STUDEN OR PAYROLL USE ASGNMT CODE		ROLL T	Employee Name CWID Number Supervisor Printed Name		\$
STUDEN OR PAYROLL USE ASGNMT CODE		ROLL T	Employee Name CWID Number Supervisor Printed Name		\$ Hours
STUDEN OR PAYROLL USE ASGNMT CODE	ONLY		Employee Name CWID Number Supervisor Printed Name	Pay Rate	
STUDEN FOR PAYROLL USE ASGNMT CODE EARNING CODE	ONLY		Employee Name CWID Number Supervisor Printed Name Dept Name & Number	Pay Rate Date	
STUDEN OR PAYROLL USE ASGNMT CODE EARNING CODE Saturday	ONLY		Employee Name CWID Number Supervisor Printed Name Dept Name & Number Saturo	Pay Rate Date	
STUDEN FOR PAYROLL USE ASGNMT CODE EARNING CODE Saturday Sunday	ONLY		Employee Name CWID Number Supervisor Printed Name Dept Name & Number Saturd Sunda	Pay Rate Date ay	
STUDEN FOR PAYROLL USE ASGNMT CODE FARNING CODE Saturday Sunday Monday	ONLY		Employee Name CWID Number Supervisor Printed Name Dept Name & Number Saturd Sunda Monda	Pay Rate Date ay ay By ay By ay	
STUDEN FOR PAYROLL USE SERVING CODE Saturday Sunday Monday Tuesday	ONLY		Employee Name CWID Number Supervisor Printed Name Dept Name & Number Saturd Sund: Monda Tuesd	Pay Rate Date ay ay ay day	
STUDEN FOR PAYROLL USE ASGNMT CODE EARNING CODE Saturday Sunday Monday Tuesday Wednesday	ONLY		Employee Name CWID Number Supervisor Printed Name Dept Name & Number Saturo Sund: Monda Tuesd Wednes	Pay Rate Date ay By By Bay Bday Bday Blay Blay Blay Blay Blay Blay Blay Bl	
STUDEN FOR PAYROLL USE ASGNMT CODE EARNING CODE Saturday Sunday Monday Tuesday Wednesday Thursday	ONLY		Employee Name CWID Number Supervisor Printed Name Dept Name & Number Saturo Sundi Monda Tuesd Wednes Thurso	Pay Rate Date ay By B	
STUDEN FOR PAYROLL USE ASGNMT CODE EARNING CODE Saturday Sunday Monday Tuesday Wednesday Thursday Friday Total Hours	Date		Employee Name CWID Number Supervisor Printed Name Dept Name & Number Saturo Sunda Monda Tuesd Wednes Thurso	Pay Rate Date ay By By Bay By Bay By Bours	
STUDEN FOR PAYROLL USE SERVING CODE Saturday Sunday Monday Tuesday Wednesday Thursday Friday	Date	Hours	Employee Name CWID Number Supervisor Printed Name Dept Name & Number Saturo Sundi Monda Tuesd Wednes Thursc Frida Total H	Pay Rate Date ay By B	