

Supervisor Instructions for Student Time Sheets

The student time sheet was created to standardize practices across campus, provide an easy to use format and to comply with payroll regulations. Please read the instructions below, so that you are familiar with these new practices.

This time sheet is designed to allow you as much flexibility as possible in how you wish to input student information. For example, you are able to pre-fill many of the cells before distributing time sheets to your students.

Please enter your department information, before passing the timesheet on to the student, simply SAVE AS in “template” format. Once all your entries have been made, select the **.xlt** extension instead of **.xls**; and be sure to put it into a folder where it is easy to find. You can either email the timesheet to your students or put it into a common folder for them to access.

Once students have completed their time sheets, they must print them out, personally sign them, give them to you for your signature, and finally submit to payroll.

The cells indicated in **red** below, are cells you may wish to pre-fill. Please remember that students do not know budget account numbers. It is important to populate this field for them.

Student Time Sheet Instructions:

The following fields require an entry:

In the upper left hand corner select either **Federal Work-Study Timesheet** or **Non-Work Study Timesheet**

Input their **ACCOUNT NUMBER**.

Student Name (First and Last)

The student will then select the pay period **START DATE** by selecting the appropriate pay period in the drop down menu and fill in their **JOB TITLE** and **DEPARTMENT**.

Enter Time In/Time Out in appropriate cell from left to right, do not skip columns.

- Either standard or military time is acceptable
- If using standard, cell will default to AM, however you must type PM for afternoon times
- Type in 4 digit time with colon. Example XX:XX am or XX:XX pm (You must leave a space between the minute digit and the am or pm)

If your shift extends beyond midnight you *must* show time after midnight as a separate entry, but *must* be on the same line as the rest of your shift.

Example:

- **In:** 7:00 pm **Out:** 11:59 pm **In** 12:01 am **Out** 2:00 am

Note:

- The time sheet will automatically calculate the total regular hours and the total overtime hours, when needed. If it does not, check for entry errors on the line in question.
- **Rate of Pay** (If not pre-filled, your supervisor can provide you with this)

Print completed sheet at the end of each pay period, sign, date and take it to your supervisor at the end of the pay period.

NOTE: *Late* time sheets will be processed on the next pay cycle, **not as interim checks**.