

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 your **ACCOUNT NUMBER**. Your supervisor can provide you with this 14 digit number.

Student Name (First and Last)

Select the pay period **START DATE** by selecting the appropriate pay period in the drop down menu and fill in your **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**.