STUDENT TIMESHEET PROCEDURES

In order for each student to be paid on time, an online timesheet or a paper timesheet should be submitted online or to the Student Employment Office NO LATER THAN THE TUESDAY DUE DATE ON THE PAY SCHEDULE. If timesheets are submitted after the Tuesday due date, it will be considered as a late timesheet and will be submitted and paid along with the timesheets for the following pay period.

TIMESHEETS:

1. Each student is REQUIRED to take at least a half-hour (30 minutes) break after every five (5) hours of work. Failure to do so will result in a thirty (30) minute deduction from that timesheet which will not be recovered at anytime.

2. Students should not exceed the hours of work per week as shown on their Employment Agreement Contract.

3. Students should not exceed the maximum award amount on their Employment Agreement Contract.

4. Students should not work more than twenty (20) hours per week during the academic year and forty (40) hours per week during the summer session.

5. Students will be paid on the quarter hour basis (15 minutes = .25 hrs (1 quarter); 30 minutes = .50 hrs (2 quarters); 45 minutes = .75 hrs (3 quarters) etc....).

6. STUDENTS MAY NOT WORK DURING SCHEDULED CLASS PERIODS.

7. When filling out online timesheets, students should:
   - go into WEBSIS
   - select ENTER SECURE AREA
   - sign in (user id is usually the student id# and the password is the student’s 6 digit birth date)
   - on the main menu page, select EMPLOYEE
   - select TIMESHEET
   - select the option under the my choice column next to select the desired pay period underneath the pay period and status column
   - select TIME SHEET
   - fill out work hours by selecting ENTER HOURS underneath the days of the week (to go to the following week, select next)
   - after filling out the hours, select SUBMIT FOR APPROVAL
   - enter pin # (same as password when signing into WEBSIS, 6 digit birth date)
   - timesheet is now submitted and awaiting the approval from the student’s supervisor

8. If students are unable to fill out their timesheets online, students should fill out a paper timesheet with black or blue ink and submit it to their supervisor. (STUDENT’S CANNOT SUBMIT THEIR PAPER TIMESHEETS TO THE STUDENT EMPLOYMENT OFFICE, only the supervisor or payroll timekeeper may submit student timesheets to the Student Employment Office).