

Student Time Sheet Instructions:

The following fields require an entry:

- ❖ Federal Work Study Timesheet or Non Work Study Timesheet
 - Pull down and select appropriate
- ❖ Student Name (First and Last)
- ❖ Select start date
 - Pull down and select appropriate
 - ◆ Note: This will pre-fill date column and pay period ending date field.
- ❖ Job Title (If not pre-filled – obtain from supervisor)
- ❖ Department (If not pre-filled – obtain from supervisor)
- ❖ Account #
 - Work Study – Leave blank
 - Non-Work Study (If not pre-filled – supervisor will complete)
- ❖ Enter Times in appropriate cell from left to right, do not skip columns:
 - Format:
 - ◆ Either standard or military is acceptable
 - ◆ If using standard, cell will default to AM; must type PM for afternoon times
 - ◆ Must type in 4 digit time with colon
 - Example XX:XX am or XX:XX pm (Must leave one space between the minute digit and the am or pm)
 - Note:
 - ◆ 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:
 - ◆ Sheet will automatically calculate the total regular hours and the total overtime hours if appropriate. If it doesn't, check for entry errors in the line in question.
- ❖ Rate of Pay (If not pre-filled – supervisor will complete)

Print completed sheet at the end of each pay period, then sign, date and take to supervisor at the end of pay period; *late* time sheets will be processed on the **next** pay cycle, not as interim checks.