

## 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 was designed to give 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 .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:

- ⑩ Federal Work-Study Timesheet or Non Work-Study Timesheet
- ⑩ Pull down and select appropriate
  - Student Name (First and Last)
  - ⑩ Select start date
  - ⑩ 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)
  - ⑩ Account number
  - Work-Study – Leave blank
  - Non Work-Study (If not pre-filled – supervisor will complete)
- ⑩ Enter Time In/Time Out in appropriate cell from left to right, do not skip columns:
- ⑩ Format:
  - Either standard or military 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
  - ⑩ Example XX:XX am or XX:XX pm (Must leave one space between the minute digit and the am or pm)

- ⑩ 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:
    - ⑩ **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**, sign, date and take to supervisor at the end of the pay period.

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