TIME SHEET GUIDELINES

1. Timesheets will be issued to your supervisor when the completed "Authorization to Work" card and the Federal employment papers have been completed.

2. Watch **Balance to be Earned** block and do not work over your award amount.

3. Pay checks will be available on the **10th** and **25th** of each month. You may pick up your pay check at the reception desk in the Administration building. Any checks not picked up by 3:00 pm on pay day will be mailed to the address on your W-4 form.

4. Use **BLUE** or **BLACK** ink only when recording time on your timesheet.

5. When recording work hours, report actually time worked, do not round to nearest **15 minutes**. **Military time or 24 hour clock time not acceptable**, so please only use the **12 hours system**.

6. When working continuously for **four** hours, you are entitled to a paid 15 minute break (do NOT show break on timesheet).

7. When working continuously for **five** hours (even 15 minutes over), you must show, on your timesheet, and take at least a 30 minute non-paid break.

8. Holidays, Campus Closed days and weekend work **MUST be initialed** by your supervisor.

9. Do not **WRITE OVER** existing numbers. Use of white-out is permitted if correction is legible. **All** corrections or changes MUST be initialed.

10. On the due date, give your signed timesheet to your supervisor for signature. **Only supervisors can turn in student timesheets.** Failure to do this may delay your pay check until the next pay date.

11. You must be enrolled in at least **six** credits. A maximum of **19** hours per week can be worked when classes are in session. Prior approval from Student Payroll is required for working during breaks.

12. **Federal regulation prohibits you from working when you are scheduled to be in class.**

13. Do not record time worked **prior** to the completion of your Federal employment papers.

14. Please come to the work study desk if your timesheet was not delivered to your supervisor.