



BI-WEEKLY STUDENT TIMESHEET

** _____
EMPLOYEE NAME

** _____
ORGANIZATION NAME

** _____
EMPLOYEE NUMBER

** _____
PERIOD ENDING

** _____
ORGANIZATION NUMBER

**** All Fields Marked with asterisks are required fields and must be completed before submitting Time Sheet to Payroll ****

DATE	IN	OUT	IN	OUT	TOTAL HOURS WORKED	OT	STU.1	STU.2	WS-ON	WS-OFF	CS-ON	WS-AR		
FRI														
SAT														
SUN														
MON														
TUE														
WED														
THU														
FRI														
SAT														
SUN														
MON														
TUE														
WED														
THU														

**** TOTALS:**

** HOME DEPARTMENT ACCOUNT DISTRIBUTION:														

IMPORTANT: TIME SHEETS MUST BE PLACED IN COLLECTION BINS BY 10:00am ON DUE DATE

OVERRIDE ACCOUNT(S) IF REQUIRED:	OT	STU.1	STU.2	WS-ON	WS-OFF	CS-ON	WS-AR		

Payroll due dates can be found at:
www.tulane.edu/~wfmo/payroll/calendars.html

Check with your department for any internal deadlines

AUTHORIZED SIGNATURES ** _____ DATE

_____ DATE

_____ DATE

EMPLOYEE'S SIGNATURE _____ DATE

BIWEEKLY STUDENT TIME SHEET INSTRUCTIONS

STUDENT

In & Out Time Recording:

Hours worked: In the space provided on the TIME SHEET, accurately record the time you begin work (In), stop work for lunch (Out), resume work after lunch (In), and stop work at the end of your shift (Out). Additional In-Out times should be recorded as necessary. **IMPORTANT:** You MUST record your lunch break if applicable.

Student Certification:

If possible, at the end of the pay period, sign the TIME SHEET in the space provided. Your signature certifies that the In and Out time recorded is accurate. Give the completed TIME SHEET to your immediate supervisor.

SUPERVISOR

Ensure that all required fields (represented by asterisks **) have been completed to properly identify the student being paid.

Verify the accuracy of the In/Out time.

Total Hours Worked: Calculate the number of hours worked each day and enter in the total hours worked column of the TIME SHEET.

1 to 3 minutes =	.00
4 to 9 minutes =	.10
10 to 15 minutes =	.20
16 to 21 minutes =	.30
22 to 27 minutes =	.40
28 to 33 minutes =	.50
34 to 39 minutes =	.60
40 to 45 minutes =	.70
46 to 51 minutes =	.80
52 to 57 minutes =	.90
58 to 59 minutes =	1.00

Record daily total hours by earnings type:

Distribute the total hours worked each day to the appropriate earnings type column. Total hours worked for all earnings types must equal total hours worked per day.

- OT - Hours worked in excess of 40 hours per work week.
- STU.1 - Hours worked for the Student's first position (do not include Work Study)
- STU.2 - Hours worked for the Student's second position if one exists (do not include Work Study)
- WS-ON - Hours worked for an On-Campus Work Study program
- WS-OFF - Hours worked for an Off-Campus Work Study Program
- CS-ON - Hours worked for the Community Service Work Study Program
- WS-AR - Hours worked for the America Reads Work Study Program

Home Department G/L Distribution: Pre-printed TIME SHEETS will have this section pre-populated. For blank TIME SHEETS you must fill in the appropriate General Ledger Account Distributions for the student's home department.

Review the DISTRIBUTION portion. If a percentage of time should be allocated to an account other than that listed in the DISTRIBUTION section, record the number of hours to be charged to each account in the appropriate column of the override account section. Additional account numbers may be added as needed.

Total hours allocated under DISTRIBUTION and/or OVERRIDE MUST equal the total of the TOTAL HOURS WORKED column.

Sign the TIME SHEET verifying its accuracy. Make a copy of the completed TIME SHEET if required for departmental records and forward the original TIME SHEET to the PAYROLL OFFICE.

FEDERAL WORK STUDY SUPERVISOR CERTIFICATION

Your signature also represents certification of satisfactory performance on the part of any student being paid with Federal Work Study funds. Unsatisfactory performance should be reported to the Tulane Career Center Office.

NOTE: Federal Wage and Hour Regulations require accurate recording of hours worked per day.

Falsification of this report by either the employee or the supervisor will be considered cause for disciplinary action.