



contact Janice Kane at CDC so the student can be hired via the student employment system. Please use the grant position number that Linda sets up.

- 2-Week Total – (7) To Nearest ¼ hour: There are 4 fields for the number of hours. Please be sure that the student bubbles the hours so that the **numbers are flush to the right**. For example: 75.50 hour should be filled in as blank in the first field, 7 in the second field, 5 in the third field, and ½ in the fourth field.
- Please be sure that all fields that are required to be bubbled are bubbled. Faxed timesheets or copies of timesheets cannot be accepted because original timesheets are required for audit reasons and faxed or copied timesheets cannot be scanned because of the bar code at the bottom.

Timesheets must be signed by the student worker (8) as well as the supervisor (9)

Timesheets should be redone if any of the following happens:

- Wrong ID Number, Dept Number, Position Number
- Hours are recorded flush to the left instead of the right
- Double Bubbles in any field
- Strike outs
- Erasures
- Whiteouts

**Timesheets should be completed in either black or blue ink.**

**Please advise your student workers that I9's must be completed prior to receiving any pay checks. To complete I9's students will need a passport or 2 forms of identification: driver's license or school ID and birth certificate or social security card.**

A reminder to supervisors that summer positions and summer rates end on 8/31/02. This means summer rates end with pay period ending 8/31/02 paid on 9/6/02.

Also, all student positions have been purged for academic year 2001/2002. This means that if you are hiring a new student or rehiring a student worker for academic year 2002/2003, it is time to hire or rehire the student in the student employment system. Any questions regarding the student employment system, please contact Janice Kane at CDC (x 2576). Failure to having your student hired or rehired in the student employment system may delay processing student timesheets.

If you have any questions regarding the student timesheets, please contact the payroll department. Ann Routhier – x 2710; Jacquelyn Chartier – X 2046; or Claudette Crochiere – X 3194.

