

**NORTHWEST NAZARENE UNIVERSITY
Student Employee Time Sheet**

Name: _____ Student ID#: _____ Box #: _____

*Pay Period: From _____ 16th through _____ 15th
(Month) (Month)

*Exception – December, 2011 (See Back of Time Sheet)

Record all partial hours as decimals, in 15-minute increments only (15 min. = .25; 30 min. = .50; 45 min. = .75)

	Date	Job Location	In	Out	In	Out	Daily Hours	
SAT								Payroll Use
SUN								
MON								
TUE								
WED								
THU								
FRI								
Hours (total) – Week #1								→
SAT								Payroll Use
SUN								
MON								
TUE								
WED								
THU								
FRI								
Hours (total) – Week #2								→
SAT								Payroll Use
SUN								
MON								
TUE								
WED								
THU								
FRI								
Hours (total) – Week #3								→
SAT								Payroll Use
SUN								
MON								
TUE								
WED								
THU								
FRI								
Hours (total) – Week #4								→
SAT								Payroll Use
SUN								
MON								
TUE								
WED								
THU								
FRI								
Hours (total) – Week #5								→
Signatures below certify that these hours are a true and accurate report of time worked.								
Total All Hours Worked								→

Budget #	Hours	Budget #	Hours

Note: Paychecks will be distributed on the last working day of the month for time sheets received two working days following the 15th of that month. See monthly due dates on back of form.

Pay Rate _____ Supervisor Signature _____ Date _____

Employee Signature _____ Date _____

FWS

Memo

To: Student Employees & Supervisors of Student Employees
From: Pamala Durnil, Payroll Manager
Subject: Student Payroll Time Sheet Procedures and Schedule

Procedures:

All employees must have a current W-4 and I-9 form on file prior to beginning work. These documents can be completed at the Switchboard in the Administration Building. Time sheets cannot be processed for payment if you have not properly completed the I-9 and W-4 form. In addition, each supervisor must complete a Student Employment Authorization form to hire or rehire the student. Instructions are included with the form. A separate form is required for each job the student holds. **New Student Employment forms are required beginning July 1st of each year in order to continue a student's employment.**

Record time worked as follows (see instructions on the front regarding quarter hour increments):

- 1) Enter time "In" and "Out" each day.
- 2) Add the hours worked to enter the daily hours total (quarter hour increments)
- 3) Add the total daily hours worked to enter a weekly total.
- 4) Add the weekly hours to enter a total hours worked for the time sheet.

All time sheets must be signed by the employee and the supervisor before being submitted to Payroll for processing. **Original time sheets only - please do not send copies.**

We encourage safe work practices and procedures for all employees. In the event of a work-related accident, contact your supervisor.

Checks can be mailed to the address of your choice if a stamped self-addressed envelope is left at the Switchboard.

Supervisors: The budget number is the source of funding that will be charged for wages paid to your student employee. You must provide a budget number at the bottom of the time sheet. If your budget is a sub-fund number, only the last four digits are required.

Payment Schedule:

Pay Period Ending	Due to Supervisor	Due to Payroll	Date of Pay
July 15, 2011	July 18	July 19	July 29
August 15, 2011	August 16	August 17	August 31
September 15, 2011	September 16	September 16	September 30
October 15, 2011	October 17	October 18	October 31
November 15, 2011	November 15	November 16	November 30
December 10, 2011	December 12	December 12	December 22
January 15, 2012	January 17	January 17	January 31
February 15, 2012	February 16	February 17	February 29
March 15, 2012	March 16	March 19	March 30
April 15, 2012	April 16	April 17	April 30
May 15, 2012	May 16	May 17	May 31
June 15, 2012	June 18	June 18	June 29