



## Student Time Sheet Instructions

1. Fill out the following on the timecard: (\* Required)

- A) Name \*
- B) Banner ID \*
- C) Department \*
- D) Work study (federal, state, none)
- E) Department telephone \*
- F) Pay Period Ending Dates \*

2. Next you'll need to fill out the time card:

- G) Date (month and day)\*
- H) Start time
- I) End time
- J) Total time for morning\*
- I) to calculate minutes use the following equation  
Minutes= the number of minutes worked /60  
Example: 20 minutes worked = 0.33
- K) Start time for afternoon
- L) End time for afternoon
- M) Total time for afternoon\*

3. Make sure to use the correct Fund\* and Account Number\* in the proper section.

4. At the end of every week, total the number of hours worked.

5. Grand Total box, make sure to total all of the hours worked in the time period.

6. Sign and date.

7. Make sure your supervisor signs and dates.

8. Time cards must be turned in no later than 9 a.m. on the Monday before the Friday payday.

**\*Note: If these fields are not correct your time card may not be processed\***

*Reminder:*

**Use a blue or black ink pen. Draw a single line through mistakes and initial them. NEVER use white out or pencil on your time sheet.**

