Student Time Sheet Instructions

Make sure to keep copies of blank time sheets for future use.

1. Fill out the:
   a. Name*
   b. Social Security number or Banner ID*
   c. Department
   d. Work Study (federal, state none)
   e. Department Telephone
   f. Pay Period Beginning and Ending Dates

2. Next you will need to fill out the time card:
   a. Date (month and date)
   b. Start Time
   c. End Time
   d. Total Time for Morning*
      i. To Calculate minutes use the following equation
         \[ \text{Minutes} = \frac{\text{the number of minutes}}{60} = \text{the percent of minutes in an hour} \]
         Example: \( \frac{20 \text{ minutes worked}}{60} = 0.33 \)
   e. Start time for Afternoon
   f. End Time for Afternoon
   g. 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. In the Grand Total for the Period 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 the time card.
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 in pen. Draw a single line through mistakes and initial them. Never use white out or pencil on your time sheet.