



ITS guide
time sheet instructions for student employees

ITS HR TIME COLLECTION STANDARDS

Certain standards must be met in the collection of ITS student employee's time:

1. **ITS HR generated paper timesheets must be completed by all student employees.** The paper timesheet is the "official" record. The ITS HR Team will prepare and forward the timesheet to the student supervisor prior to their first work day. (See example of timesheets on the following pages).
2. **All timesheets must contain the following pertinent information:** 1) Employee name, 2) Personnel number, 3) Position number and 4) Proper cost center (for billing).
3. **All completed timesheets must have the employee's signature and their Supervisor's signature. The Supervisor's signature is their approval of the timesheet. **THE SUPERVISOR IS RESPONSIBLE FOR ENSURING THE TIMESHEET IS ACCURATE BEFORE SIGNING AND SENDING TO ITS HR.****
4. **All completed timesheets must be delivered to the IS HR Team at 413 Love Library by noon on the Friday following each biweekly pay day (Thursday). Exceptions may apply (holidays).**

IMPORTANT INFORMATION

If timesheets are not received by the deadline, there may be a delay in accurate payment.

If there is a discrepancy of any kind on the timesheet, ITS HR will contact the employee and/or the supervisor regarding the issue.

Prompt resolution is necessary to avoid any delay in payment to the employee.

TIME SHEETS

A student employee is typically temporary part-time hourly worker, enrolled for one credit hour or more, whose primary purpose for being at the University is education. A STUDENT employee is paid for the hours they have worked in a week. Students can work up to 20 hours a week, and must not work more than 29.5 weekly. THE SUPERVISOR IS RESPONSIBLE FOR ENSURING THE TIMESHEET IS ACCURATE BEFORE SIGNING AND SENDING TO ITS-HR.

This is an example of a STUDENT employee's time sheet along with "Instructions."

The Excel Time Entry Spreadsheet contains two sheets. They are entitled (1) "Info" and (2) "Timecard & formulas". On sheet (1), look over the information to be sure it is your correct information. The only thing you need to change on this sheet is the 'starting Friday' **date**. The next date will be generated.

Then go to sheet (2) and the information has been generated on the top portion as well as the dates throughout the time sheet. I have entered start and end time examples. Simply entry your start time and your end time and the daily total hours will be calculated for you. The total weekly hours will also be calculated as well as the two week totals.

Sheet 1 Info

Starting Friday:	8/13/2010
Ends:	8/26/2010
Name:	
Cost Object:	2329061000
SSN:	
Personnel:	122209
Position:	11291
Department:	Information Technology Services

Sheet 2 Timecard & formulas

UNL Information Technology Services	Bi-Weekly Time Sheet
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Employee Name:	Personnel #:
	Cost Object:
Department: Information Technology Services	Position #:
Pay Period:	8/13/10 through 8/26/10

First Week	Date	Start Time	End Time	Start Time	End Time	Total Hrs.	Activity
Friday	8/13						
Saturday	8/14						
Sunday	8/15						
Monday	8/16						
Tuesday	8/17						
Wednesday	8/18						
Thursday	8/19						

First Week Totals

Second Week	Date	Start Time	End Time	Start Time	End Time	Total Hrs.	Activity
Friday	8/20						
Saturday	8/21	12:00 PM	1:00 PM	2:45 PM	8:45 PM	7.00	
Sunday	8/22						
Monday	8/23						
Tuesday	8/24						
Wednesday	8/25						
Thursday	8/26	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7.00	

Second Week Totals

14.00

Two-Week Grand Total

14.00

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

I hereby certify that the time reported above represents a true statement.

Updated 1/3/2014