



## DEPARTMENTAL HIRE PROGRAM STUDENT TIMESHEET

### How do I Complete this Timesheet?

THE FOLLOWING INFORMATION MUST BE TYPED INTO THESE FIELDS:

**XU ID:**

Type in XU ID as either 900000000 or 900-00-0000.

**Last Name:**

Type in the student's formal last name.

**First Name:**

Type in the student's formal first name.

**Department:**

Type in the name of the supervising department as it appears on the Personnel Action Form.

**Grant Number:**

Type in the 6 digit restricted or unrestricted fund code (ex. 110000) that the student is being paid from as it appears on the Personnel Action Form.

**Timesheet Code:**

Click into this field, select the drop down arrow, and select the pay period month for which you will be entering time.

**Pay Period Begins:**

Once you select a Timesheet Code, the *Pay Period Begins* field will automatically populate the timesheet with the correct dates of the month for which you will be entering time.

**Pay Period Ends:**

Once you select a Timesheet Code, the *Pay Period Ends* field will automatically populate the timesheet with the correct dates of the month for which you will be entering time.

**Time In:**

Select *Time In* field, to record a student's arrival time. Time must be recorded in regular time format (ex. 12:00 AM-11:59 PM). Time will not calculate values in military time format. To enter time, make sure that you enter the 1 or 2 digit hour, followed by a colon, the 2 digit minute, then press your space bar, and type in AM or PM.

**Time Out:**

Select corresponding *Time Out* field, based on background color, to record a student's departure time. Time must be recorded in regular time format (ex. 12:00 AM-11:59 PM). Time will not calculate values in military time format. To enter time, make sure that you enter the 1 or 2 digit hour, followed by a colon, the 2 digit minute, then press your space bar, and type in AM or PM.

**Total Hours Worked:**

This column will automatically calculate and enter the total into the total hours worked cell.

**Phone Number, Date, Print Supervisor's Name:**

Type in the student's phone number, the supervisor's phone number, the date the timesheet will be signed, and the supervisor's name.

**Your finished, it's that simple!**

Print the document, sign it (both supervisor and student), and in the *Supervisor's Initials* column, make sure the supervisor initials any weekends and/or holidays that the student was approved to work. Failure to initial such dates will result in non-payment of weekends and/or holidays.

### Who Should Complete this Timesheet?

Departmental Hire Program Supervisors are responsible for completing a timesheet for each hourly waged student that is under his/her supervision each month. However, if a student is permitted by a Supervisor to complete his/her own timesheet, the Supervisor should be reminded that by signing off on a timesheet, the Supervisor is acknowledging his/her responsibility to verify the document for truth and accuracy before submitting it to Human Resources.

### How will Human Resources Know if the Document is Genuine or False?

An employer is not required to know with absolute certainty whether a document is genuine or false. The law requires that an employer examine the original document (not a photocopy) and make a good faith determination that the document:

- Appears to relate to the employee;
- Appears to be genuine; and
- Has all of the required fields completed and signed.

### Are Photocopies Acceptable in Human Resources?

Original timesheets with original signatures and original initials to approve time entry on weekend and holidays/breaks, are required in Human Resources. Photocopies and facsimiles of timesheets are not acceptable. Timesheets must be edited online and printed out before being signed and/or initialed before being submitted to Human Resources.

### When Should I Submit Student Timesheets to Human Resources?

Departmental Hire Program timesheets are due in the Office of Human Resources by the 1st of each month or the last business day prior to the 1st, whichever happens first. A Supervisor or a designated Faculty/ Staff member must deliver timesheets to the office located in room 410 of the XUSouth Building by noon on the 1st. Students are not allowed to submit timesheets to Human Resources. Failure to submit timesheets by the designated dates and times will result in non-payment on the scheduled pay date.

### What is the Hourly Waged Departmental Hire Program Pay Date?

Departmental Hire Program Pay Date:

- 15th of each month or the last business day prior to the 15th