

# Student Timesheet Guide for the Sustainable City Year Program

## Receiving Your Timesheet

Your timesheet will be e-mailed to you by the payroll clerk in A&AA Fiscal Services after you have completed the payroll paperwork. If you haven't received your timesheet within 3 business days, contact the payroll clerk in A&AA Fiscal Services at 541-346-2226. When you receive your timesheet, save it to your computer or external storage device (jump drive, flash drive, etc.).

If you have more than one position, you will receive a timesheet for each position; so save timesheets as separate files and submit timesheets for all positions.

## Taking Breaks

Please review the BOLI federal guidelines on break requirements on the tab to the right marked "Break Req-BOLI."

## Pay Periods

The timesheet span is from the 11th of one month to the 10th of the next month in which you will be paid on the last working date of that month. Timesheets are due on the 11th of each month or the first business day after the 10th.

## How to Fill in Your Timesheet

Navigate to the current time period workbook tab (located at the bottom) to enter your time into the timesheet. Weekends are shaded gray for your convenience.

Enter shifts as clock hours in the spaces provided for daily shifts in yellow shaded areas. (There are four sections provided for you for each day.) Times must be entered as follows: (example: 8 AM for exact hour or 8:12 AM for fractional hour).

Use the scroll bars or arrows to navigate through your timesheet including the notes section to the far right. The top header and shift entry sections to the left will remain in place as you scroll horizontally and vertically. (They are set to freeze panes.)

The print range only prints your timesheet, so the excess information will not print. Be sure to print preview your timesheet before you print to make sure it is set to print landscape orientation. Upon completion, sign your timesheet and submit it to your supervisor for their signature.

## Important Notes

Timesheets with handwritten changes will not be accepted, so please make all corrections before submitting to your supervisor. After your supervisor signs your timesheet, they will submit it to our office for processing. If you are unable to locate your supervisor, contact the department office.