

BLUE RIDGE CTC

STUDENT EMPLOYMENT

TIMESHEET INSTRUCTIONS

Where and when to drop off time sheets:

All timesheets are to be brought to the Human Resources Office, located in B01. **If the time sheets are late, the student's pay could be delayed.**

Timesheets are due at noon on the 10th and 25th of the month to the Human Resources Office. If either of these days occurs on a weekend, the timesheets are due by noon the following Monday.

Timesheets due on the 10th should show hours worked from the 25th of the month before as well as hours worked during the current month up to and including the 9th. Timesheets due on the 25th should show hours worked from the 10th through the 24th of the same month.

At holiday time a memo will be sent instructing you on timesheet due dates different than the 10th or 25th.

Important information about timesheet preparation:

- Use the timesheet that Human Resources sends along with each e-mail approval of a new student employee. This attachment includes the dates that the student begins and ends work.
- Verify the student's name, your department number, the student's EPICS number and your cost center (including type code 81 or 88) on a new timesheet that is sent to you by e-mail. If there is an error on a timesheet, notify Human Resources for a corrected timesheet.
- If the EPICS number or cost centers change for the student during the work assignment period, Human Resources will notify you with a new timesheet attachment in an e-mail.
- The pay period (MONTH) is required information. If the student does not fill it in, the supervisor must type or write it on the timesheet.
- The total hours, rate of pay and total pay must be tallied by the supervisor and written or typed on the blanks provided.
- The supervisor must initial any changes in hours or pay on the timesheet.
- Both supervisor and student must sign and date the timesheet. **

** If the student is not available to sign the timesheet, the supervisor must make a copy of the timesheet and turn in the original with "signature on file" written on the student's line. When the student is available, have the student sign the supervisor's copy in blue ink. The supervisor keeps the copy on file in case an audit is required.

Additional payment information: