

Timecard Procedures:

In order to be paid on time, your time card must:

- Be returned to the Community-Based Federal Work Study Manager in the Community-based Federal Work Study Office on the day-of the last date on the timecard (in order to leave time to process and send to Payroll)
- Be properly filled out:
 - o Black or blue ink ONLY (no red ink, sparkle-y ink, pencil, etc)
 - o **No “scribbling-out”** (if you make an error, put just one line through your mistake and write the correction nearby)
 - o No white-out (if you use white-out, you must take it to the Student Employment Office and request a new timecard)
- Have the “Daily Total” column filled in with your daily hours totaled
 - o Please use whole numbers and quarter hours (0.25, 0.5, 0.75) when recording work hours
- Have the “Card Total” left blank (Manager will fill in)
- **Signed and dated by YOU**

Helpful Hints:

- Payday is every other Friday (bi-weekly process)
 - o One Friday your timecard will be due, and the next Friday after is pay day (alternating Fridays of timecards due and paydays after that)
 - o You can pick up your timecard from the CB FWS Manager in the Service-Learning Office on Fridays after 12p, noon
- Hour Columns:
 - o “Arrival Time” is when you begin working
 - o “Depart Time” is when you finish working for the rest of the day
 - o “Out” and “In” are for any breaks within that same day (this usually will not apply)
- Please round to the nearest quarter-hour (:00, :15, :30, :45) when figuring out hours worked
- You must use AM/PM with your hours in the “Arrival”, “Out”, “In” and “Depart” columns
- You may log 30 total minutes of travel time for each day worked
- Please use “real time” when filling in your hours. Payroll does cross-reference your timecard with any other jobs on campus you hold. Any conflicting hours will result in you receiving your paycheck/stub late
- If working more than 6 hours, you must record a 30 minute break within the first 5 recorded hours.