

Community Service Timesheet Rules

1. All timesheets must be completed online, printed and signed by the supervisor and the student.

a. If the timesheet cannot be completed online we **MUST** have the initials of the signing supervisor on each box where the pen was used to insure each time is valid:

Monday			
Tuesday	6/28	7	9:00-4:00

2. All signing supervisors must be on the agency’s authorized list. If they are not we will not be able to submit those timesheets for payment.

3. All time must be entered in the quarter hour format. i.e. 12:15, 12:45 / 1.25, 1.75. Please **round to the nearest quarter hour.**

Incorrect

Correct

Tuesday	06-27	5.6	12:00 - 5:38	Tuesday	06-27	5.5	12:00 - 5:30
Wednesday	06-28	4.15	11:52 - 4:02	Wednesday	06-28	4.25	11:45 - 4:00

4. Students and Supervisors please check that the Number of hours Worked and the Actual time Worked columns match.

5. All breaks and lunches must be shown on the actual worked column.

6. If the student works **8 hours or more** the student **MUST** take at least a 30 min break, and it **MUST** be shown in the actual hours worked column. For example, a break from 12:30 to 1:00 would look like so:

<i>Day</i>	<i>Date</i>	<i>Number of Hours Worked</i>	<i>Actual Time Worked</i> 8:00-10:00
Thursday	6/26	9	8:00 - 5:00

<i>Day</i>	<i>Date</i>	<i>Number of Hours Worked</i>	<i>Actual Time Worked</i> 8:00-10:00
Thursday	6/26	8.5	8:00 - 12:30 and 1:00 - 5:00

7. It is very important to turn timesheets in on time to insure prompt payment. Payroll is usually due on the Wednesday the week after we get paid; however there will be some changes usually around university holidays. These will be noted on the pay schedule for the semester.

By signing this document I acknowledge that I have read and understand the above rules.

Student Signature _____ Date _____