STUDENT HOURLY TIMESHEET INSTRUCTIONS

ENTER THE FOLLOWING (see sample timesheet):

1. **Employee Name** – PRINT CLEARLY (last name first).

2. **Social Security Number**

3. **Pay Period** – Begins the 16th of one month and ends the 15th of the following month (include year).

4. **ECLAS** – ‘XA’ for students.

5. **Timesheet Distribution Org** – 906300 for students.

6. **Position #** - The position number you are paying against.

7. **Suffix** – The suffix attached to the position number you are paying against.

8. **Effective date** – The effective date of the job (date of hire for this position).

9. **Department Org Title** – ‘Gen Univ Misc’ for students.

**PAYROLL RECORD – Required**

10. **Earn Code** – The earnings code indication the type of pay you are paying.
    - RWS – Regular, Work Study Student Pay
    - RST – Regular, Student Wages
    - RSC – Student Commissions

11. **Units** – The number of hours worked. List the units to be paid from each index on a separate line. If paying a commission or bonus use 1.00 (one) unit.

12. **Rate** – The hourly wage rate. Must be between $6.50 (minimum wage) and $12.00 per hour for student employees. Student rates in excess of $12.00 per hour must be approved by the Vice-Provost/Dean of Students.

13. **COA** – Enter ‘D’ in this space.

14. **Index** – Enter the Index you want to pay from.

15. **Fund-Org-Prog-Acti** – These will default from the Index you have indicated.

16. **Account Code** – Enter the appropriate code:
    - 10503 = RWS – Regular, Work Study Student Pay
    - 10501 = RST – Regular Student Wages
    - 10501 = RSC – Student Commissions
17. Matching Federal Fund – (Campus employment of FWSP students only) this will default from the Index code that you have indicated.

WORK ACTIVITY RECORD - Required
18. Day, Date, Hours – a. List dates in chronological order by work week.
   b. Work down the columns rather than across
   c. Hours must be recorded to the nearest one-hundredth (i.e., 4.25 is four and one-quarter hours).

19. Total Hours – Total the units worked in each column and enter the total at the bottom of each column.

20. Grand Total – Enter the total units worked in the pay period here. Verify that total hours equal total units under PAYROLL RECORD.

21. Personnel Activity Report Data – If paid from grant funds, the student or other person having first hand knowledge of the work performed must sign the first line and the second line must be signed by the Departmental Par Coordinator.

22. If FWSP – Required for students paid from FWSP funds. On ‘Earned to Date’ line, enter the accumulated FWSP wages, including wages earned on this timesheet. It is the department’s responsibility to ensure that the student does not exceed their FWSP award. Completing this box will assist you in meeting your responsibility.

23. Credit Hours – Required for student employees. Enter the number of credit hours you are enrolled in this term.

24. Signatures – Student’s signature certifying that the timesheet and hours worked are correct. Signature of department head or other person authorized to sign for listed pay accounts on timesheet.

WHERE TO SEND TIMESHEETS

If Grant:          Student – photocopy
                   Department – pink copy
                   Research Accounting – yellow and white copy (top two)

All Others:       Student – pink copy
                   Department – yellow copy
                   Human Resource Center – white copy (original), Room 302 USB

FOR MORE INFORMATION: contact the Human Resource Center, Student Payroll at 503-725-5091; or for grants, contact the Office of Research Accounting at 503-725-3667.