



## Student Employment/ Timecard Guidelines

### Supervisor and Student Employee Signatures

- Both the student and the authorized supervisor must sign each timecard. Supervisors are responsible for checking student timecards for accuracy and completion.
- An authorized signing supervisor from each department where the student works must sign the student timecard.
- Student timecards submitted to the Campus Service Center with missing signatures or incorrect information will be returned to the supervisors, and the student's check processing will be delayed.
- All timecards must be filled out in ink pen—not pencil. A timecard is a legal document.

<b>EMPLOYEE SIGN:</b> <b>Student Employee Signature in ink here</b>
<b>SUPERVISOR SIGN:</b> <b>Authorized Supervisor Signature in ink here</b> <b>DEPT:</b> <b>Correct Cost Center Here</b>

### Coding Guidelines

- All students should code their timecards correctly.
- Authorized signing supervisors must review coding for accuracy prior to signing off on time cards.  
*See the table below for correct coding information*

DEPT.	Job	PAY CODE	Shift	CHARGE TO DEPT.
<b>SMU Work-Study Student Name</b>	<b>1</b>	<b>114</b>	<b>1 (8am-6pm) 2 (6pm-8am)</b>	<b>University Department</b>
			<b>Total Hours</b>	<b>All hours works for entire pay period</b>

### Work Schedule Guidelines

- **Student work hours are**
  - **maximum of 20 hours/week and 8 hours/day** during the academic year while they are taking classes.
  - **maximum of 40 hours per week and 8 hours/day** during breaks and summer vacation, they may work a.
- Students working more than 5 hours are required by law to take a ½ hour unpaid lunch break by the end of the 5<sup>th</sup> hour.
  - NOTE: If a meal break is not taken the student must be paid for a 1 hour missed meal (Code 814). Example on page 3.
- Students may take a paid 10 minute break every 4 hours. It's not necessary to mark the 10 min. break time.

Date	In	Out	In	Out	In	Out	Total
<b>Date worked</b>	<b>Time work started</b>	<b>Break start</b>	<b>Break end</b>			<b>Time work ended</b>	<b>Total hours worked for the day</b>
<b>5/22/09</b>	<b>8:30am</b>	<b>1:30pm</b>	<b>2:00pm</b>			<b>3:00 pm</b>	<b>6 hours</b>



## Student Employment/ Timecard Guidelines

- Pay periods cover two full weeks. Total hours for Week 1 and Week 2 must be accurately marked.

<b>Week 1 Hours</b>	<b>Week 2 Hours</b>	<b>Total Hours</b>
<b>Mark total hours worked 1<sup>st</sup> week of pay period</b>	<b>Mark total hours worked 2nd week of pay period</b>	<b>Mark total hours for week 1 and week 2</b>

### **Verification of Time Cards**

The Campus Service Center receives, reviews and processes all SMU Student Time Cards every week. Time cards are due by 4pm on Thursdays of Payroll weeks and non payroll weeks.

For each time card, the following items are confirmed and verified according to Student Work Study and Student Employment guidelines:

- work study eligibility\*
- all hours and shifts worked are correctly noted
- authorized supervisors' signature/s is in conjunction with the current Authorized Signing Supervisor Report information provided by Pay Roll,
- correct pay codes are used
- any shift differentials and missed meal breaks
- departments to be billed for labor
- work completed within the actually pay period.
- Student Time Cards are completed in ink

\*The CSC also coordinates with Financial Aid and the Financial Aid College Work Study (CWS) weekly reports to ensure that:

- hours completed on the Student Time Card align with the data provided in the current Financial Aid College Work Study (CWS) weekly reports.
- students are utilizing their full benefit of hours or if they need increase their FWS award.

### **Payment Guidelines**

- Most positions pay \$12.00/hour. Some positions pay more. Be sure to write in the appropriated pay rate on the timecard.
- Students will be paid an additional .25 cents/hour for hours worked after 6:00pm. Students should indicate which hours worked were "PM" and note the shift as "2" on their timecard(s) in order to be paid for evening hours worked.
- Student checks can be picked up at the front desk of Bechtel Hall anytime after 3:00PM on payday.
- The authorized supervisor must initial next to the day the student works overtime.



Student Employment/ Timecard Guidelines

**Time Card Example – Missed Meal (worked more than 5 hours, use Code 814) and Shift 2 (worked after 6:00pm)**

**Smith, John**  
 EMPL. 21500000  
 EMPL. 8010 - Administration  
 DEPT. Pay Period End - 4/19/2008  
 PPE.

By signing below, I certify that  
 (1) the time recorded on this timecard accurately reflects all hours I worked during this pay period  
 (2) I did not work any time that is not recorded on this timecard  
 (3) I received all meal and rest periods to which I am lawfully entitled other than as reflected on this timecard  
 (4) an extra hour's pay is recorded for each day that I did not receive such a meal period and  
 (5) an extra hour's pay is recorded for each day that I did not receive such a rest period.

I understand that if I disagree with the above statement, I must not sign below and speak with my manager regarding any time-card inaccuracies.

EMPLOYEE SIGN *J. Smith*  
 SUPERV. SIGN *J. Baker* DEPT. 8043  
 SUPERV. SIGN *J. Baker* DEPT. 8054  
 SUPERV. SIGN \_\_\_\_\_ DEPT. \_\_\_\_\_

CODE		PAY TYPE		CODE		PAY TYPE	
100	Regular	640	Personal Holiday				
210	Overtime	630	Holiday				
220	Doubletime	510	Holiday Worked				
114	Workstudy	520	Holiday Worked D/T				
115	Workstudy-NE	814	Missed Meal				
116	Student Employment	700	Bereavement				
117	Student Employment-NE	710	Jury Duty				
610	Vacation	715	Military Leave				
620	Sick	732	Education Leave				
625	Family Sick/AB 109	770	Sabbatical				

DATE	IN	OUT	IN	OUT	IN	OUT	TOTAL	DEPT.	J O B	PAY CODE	CHARGE TO DEPT.	HOURS	RATE
4/10	10:00						3:00	5	8054	114	8054	5	12
4/17	4:30						10:00	6.5	8043	114	8043	1.50	12
										114	8043	4	
										1814	8043	1	
WEEK 1 HOURS		WEEK 2 HOURS		TOTAL HOURS		TOTAL HOURS						7.5	
5		6.5		11.5									
DEPT.	J O B	PAY CODE	CHARGE TO DEPT.	HOURS	RATE	DEPT.	J O B	PAY CODE	CHARGE TO DEPT.	HOURS	RATE		