



DEPARTMENTAL HIRE PROGRAM STUDENT TIMESHEET

Who Should Complete this Timesheet?

Departmental Hire Program Supervisors are responsible for completing a timesheet for each hourly waged student that is under his/her supervision each month. However, if a student is permitted by a Supervisor to complete his/her own timesheet, the Supervisor should be reminded that by signing off on a timesheet, the Supervisor is acknowledging his/her responsibility to verify the document for truth and accuracy before submitting it to Human Resources.

How will Human Resources Know if the Document is Genuine or False?

An employer is not required to know with absolute certainty whether a document is genuine or false. The law requires that an employer examine the original document (not a photocopy) and make a good faith determination that the document:

- Appears to relate to the employee;
- Appears to be genuine; and
- Has all of the required fields completed and signed.

Are Photocopies Acceptable in Human Resources?

Original timesheets with original signatures and original initials to approve time entry on weekends and holidays, are required in Human Resources. Photocopies and facsimiles of timesheets are not acceptable. Timesheets must be edited online and printed out before being signed and/or weekends/holidays being initialed before submitting to Human Resources.

When Should I Submit Student Timesheets to Human Resources?

Departmental Hire Program timesheets are due in the Office of Human Resources by the 1st of each month or the last business day prior to the 1st, whichever happens first. A Supervisor or a designated Faculty/ Staff member deliver timesheets to the office located in room 410 of the XUSouth Building by noon on the 1st. Failure to submit timesheets by the designated dates and times will result in non-payment on the scheduled pay date.

What is the Hourly Waged Departmental Hire Program Pay Date?

Departmental Hire Program Pay Date:

- 15th of each month or the last business day prior to the 15th

How do I Complete this Timesheet?

The Following Information Must be Typed into these Fields:

XU ID:

May be typed in as either 900000000 or 900-00-0000

Last Name:

Type in student's formal last name

First Name:

Type in student's formal first name

Department:

Type in the name of the supervising department as it appears on the Personnel Action Form

Grant Number:

Type in the 6 digit restricted or unrestricted fund code (ex. 110000) that the student is being paid from as it appears on the Personnel Action Form

Timesheet Code:

Click into this field, select the drop down arrow, and select the pay period month that you will be entering time for

Pay Period Begins:

Once you select a Timesheet Code, the Pay Period Begins field will automatically populate the timesheet with the correct dates for the month that you will be entering time for

Pay Period Ends:

Once you select a Timesheet Code, the Pay Period Ends field will automatically populate the timesheet with the correct dates for the month that you will be entering time for

Time In:

Select any Time In field to record a student's time in. Time must be recorded in regular time format (ex. 12:00 AM-11:59 PM). Time will not calculate values in military time format. To enter time make sure that you enter the 1 or 2 digit hour, followed by a colon, then the 2 digit minute, then press your space bar, and type in AM or PM.

Time Out:

Select any Time Out field to record a student's time out. Time must be recorded in regular time format (ex. 12:00 AM-11:59 PM). Time will not calculate values in military time format. To enter time make sure that you enter the 1 or 2 digit hour, followed by a colon, then the 2 digit minute, then press your space bar, and type in AM or PM.

Total Hours Worked:

This column will automatically calculate and will enter the total into the total hours worked cell

Phone Number, Date, Print Supervisor's Name:

Type in the student's phone number, The supervisor's phone number, the date the timesheet will be signed, and the supervisor's name

Your finished, it's that simple!

Print the document, sign it (both supervisor and student), and in the Supervisor's Initials column, make sure the supervisor initials any weekends and/or holidays that the student was approved to work.