

# M29: STUDENT AIDE TIME SHEET, 1111

2/20/02

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[Fiscal Agent Handbook Index](#) | [Forms Instruction Index](#)

The *Time Sheet For Student Aides* is a three-part form set that is a legal document serving as the basis for paying employees.

Blank *Student Aide Time Sheets* are available at no cost using the on-line *Forms Requisition* at [www.neiu.edu/~finanaff](http://www.neiu.edu/~finanaff) or in Printing Services.

Student aide employees are required each pay period to submit all three copies of their time sheets, filled out in ink and without any erasures, scratch outs or white out, to their supervisors. The unit head will retain copy 3 (pink) of the time sheet for departmental purposes and forward copies 1 (white) and 2 (yellow) of the properly signed time sheet together with all other departmental time sheets in a sealed envelope marked "Time Sheets" to Payroll by the time sheet submission deadline. Pay periods run from the 1st through the 15th and from the 16th through the end of each month. Paychecks for timely submitted time sheets will be available the following pay date. Paychecks for time sheets that are not submitted to Payroll by the pay period deadline will be delayed an additional pay period.

Time sheets are to be filled in on a daily basis.

Form instruction:

	<u>Item</u>	<u>Description</u>
1	<u>Social Security Number:</u>	Enter your nine-digit social security number.
2	<u>Account Name:</u>	Enter the name of the account where student earnings are to be charged.
3	<u>Name of Worker:</u>	Enter your last and first names.
4	<u>Account Number Charged:</u>	Enter the six-digit account number where student earnings are to be charged.
5	<u>Check one:</u>	Check the square that indicates whether this time sheet is for the 1st or 2nd pay period of the month and enter the month and calendar year of the pay period being reported.
6	<u>Date:</u>	Enter the calendar date of the day worked in the pay period in the appropriate column.

7. Hours Worked: Enter into each box in quarter hour increments only, the amount of time worked during each hour of the work day noted at the top of the column as follows :
- 1 for each full hour worked
  - .75 for each forty-five minutes worked
  - .50 for each thirty minutes worked
  - .25 for each fifteen minutes worked

Note: A thirty-minute unpaid break must be taken after working six consecutive hours. Also, students may not work more than twenty hours a week while attending classes unless the Director of Financial Aid has granted prior authorization. If the student works for more than one unit, the total hours worked in all units may not exceed twenty hours.

8. Daily Totals: Enter in each box the sum of all hours recorded in each column.
9. Weekly Totals: Enter into each weekly total box the sum of all hours worked during the week not to exceed twenty hours per week when classes are in session.
10. Pay Period Total: Enter the total of the weekly totals.
11. Signature of Student, Date: The student signs his/her name in ink and enters the date. A time sheet may be signed for an employee by the supervisor only if the employee is sick on the time sheet submission date.
12. Signature of Supervisor (if different than unit head) and Date: The student's supervisor signs in ink and dates the time report here. If the supervisor is also the unit head, this space may be left blank. The signature of the supervisor is not mandatory.
13. Signature of the Unit Head and Date: The unit head signs in ink and dates the time report here. The signature of the unit head is mandatory.

