

Student Time Sheet Instructions

Remember to always enable macros on the student timesheet; you must do this yourself each time you open the time sheet. The time sheet will not work properly if you do not enable the macros.

Your time sheet should then be saved to a local drive on your computer by choosing File, Save As. Your time sheet must be completed in Excel. Hand printed time sheets will not be accepted.

Identification:

Your 7 digit BMC ID number (Haverford ID's are not accepted), Legal Name (no nicknames), 16-digit Account Code and Rate of Pay are required. If you do not have this information, ask your supervisor. If you currently have multiple jobs, a separate time sheet must be completed for each of your jobs for each pay period for which you are submitting hours.

Recording Date and Time:

Enter the period ending date according to the payroll schedule. You will need to complete a separate time sheet if you need to submit hours from a prior pay period. When entering the dates worked, simply choose the day of the week you worked and the date will be automatically populated for you. Time should be recorded by using numbers 1 to 12 to identify the hours in a day and 01 through 59 to identify the minutes in a day and indicate AM or PM (Please remember that noon is 12 PM).

Recording Time In and Out and Hours Worked:

You are required to record your time in and out for each day worked. If you take multiple breaks during any given day, you must add it on a new line by choosing the same day of the week. The hours per day will be automatically calculated for you.

Recording Overtime Hours:

Overtime does not occur until your hours exceed forty hours in a work week. When overtime is applicable, Excel will calculate it automatically.

Signatures:

When your time sheet has been completed, print it, sign it and give it to your supervisor for his/her signature. Save a copy for your records.

Your signed time sheet must then be sent to campus box 1680-A or via campus mail to the Payroll Office by the deadlines posted on the Student Payroll Schedule.

Your signature indicates that you agree that the totaled hours are correct as recorded on your time sheet.

Your supervisor's signature is necessary to authorize payment for your hours. Your time sheet will not be processed without your supervisor's signature.

PLEASE NOTE: It is mandatory that the correct 16-digit budget and hourly rate associated with the job be reported on the time sheet. If the 16-digit budget and hourly rate indicated on the time sheet does not match the job record in our payroll processing system, the time sheet will be returned to the student. In addition, the student and his/her supervisor will receive an e-mail notification from the Payroll Office indicating the reason why a time sheet is being returned.

If a time sheet is returned, the supervisor should correct the 16-digit budget and/or hourly rate indicated on the time sheet and initial any change(s). Please be aware that this is the only instance in which handwritten information will be accepted. Then, resubmit the time sheet to the Payroll Office to be included with our next normally scheduled student payroll processing.

If the student and supervisor agree that the information provided on the time sheet is correct, the supervisor will need to contact the [Student Employment Office](#) (SEO) to resolve the discrepancy in the job record prior to resubmitting the time sheet to the Payroll Office.

Questions:

If you have any questions concerning the completion of your time sheet, please feel free to contact [Lee Brown](#) (x5267) or [Christine Eigenbrot](#) (x5252) in the Payroll Office located on the second floor of Cartref.

Developed as of 9/28/2006.