**Student Time Sheet Instructions**

Remember to always enable macros; 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 IDs 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.

**Recording Premium Hours:**

Students required to work during a student-focused campus-wide event should report their hours worked under student premium pay (SPP). For May Day all hours worked are eligible for SPP. For Fall Convocation & Picnic hours worked between 4-8pm are eligible for SPP. For Pre-Winter Break Holiday Dinner hours worked between 4-8pm are eligible for SPP. Record your scheduled hours that are eligible in the Premium column.

**Recording Sick Hours:**

Eligible students are allotted a maximum of 5 hours of paid sick time that can be taken between July 1 -December 31 and another 5 hours of paid sick time that can be taken between January 1-June 30. Only students who work or are expected to work a minimum of 75 hours during the designated 6-month period are eligible for paid sick leave. Students are required to track their use of their paid sick leave. Record your scheduled hours that are eligible in the Sick column.

**Signatures:**

When your time sheet has been completed, print it, sign it and give it to your supervisor for his/her signature.  Your supervisor must also provide their printed name on the time sheet.

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 not be processed until the issue has been resolved which may delay the processing of your time sheet.

**Questions:**

If you have any questions concerning the completion of your time sheet, please feel free to contact Lee Brown (labrown@brynmawr.edu) (x5267) in the Payroll Office located in the Cartref Building.