

ON CAMPUS TIMESHEET GUIDELINES

Remember to include the following on your Widener University timesheet:

- ❑ Name
 - ❑ Widener student ID number
 - ❑ The department account to charge, which is located on your student employment agreement or available from your supervisor
 - ❑ The department phone number or your cell phone number
 - ❑ Your employer's name under department name
 - ❑ Week 1 and Week 2 ending dates. (See Student Payroll Calendar)
 - ❑ Your signature
 - ❑ Your supervisor's signature
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All time sheets must be received by **9:00 am** on the Monday due date. Students are not permitted to deliver timesheets to the Bursar's Office.

IMPORTANT RULES

- Hours worked need to be rounded off to the closest $\frac{1}{4}$ hour. Students will be responsible for accurately recording and correctly calculating their hours on their time sheet. All $\frac{1}{4}$, $\frac{1}{2}$, and $\frac{3}{4}$ hours should be written as decimals (e.g. 0.25, 0.50, 0.75).
 - You **must** take at least a $\frac{1}{2}$ hour break when working more than 7 $\frac{1}{2}$ hours a day. This break is unpaid and must be reflected on your timesheet. If you do not include the required break on your timesheet, it will be deducted for you.
 - You may permitted to work over 8 hours a day. Should you work more than 8 hours in one day, please be aware no overtime will be paid.
 - There is no holiday or overtime pay.
 - Student workers may not work more than:
 - ① **20 hours per week** during the fall and spring semesters
 - ② **25 hours per week** during the summer.
 - Timesheets need to be forwarded to your supervisor and the Bursar's Office in a timely fashion. i.e. an entire academic year's worth of timesheets may not be submitted at the end of the year.
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You cannot be paid until you have completed the student employment agreement and the required tax forms with the Bursar's Office and they have been processed by the Human Resources & Payroll Departments on the Main Campus.

It is the responsibility of the supervisor AND the student employee to be sure the timesheet is properly completed and signed. If the timesheet is received late, the Student Employee may not be paid until the following pay period.

Students without direct deposit will receive a paper check in their student mailbox. Those requiring direct deposit forms can pick the forms up in the Bursar's Office or download and print a .pdf version from Campus Cruiser. If you are no longer a student at Widener University, you must stop working as a student employee and will not be paid after the date of your last day of attendance.

Note: Falsification of information on any timesheet is a federal offense subject to criminal prosecution.