

WTE STUDENT GUIDELINES

Student workers must complete their own timesheets

S1- Student Hourly (Currently Pink Timesheets)

Enter time in and out on days worked

Enter a “1” on Monday on “NO HOURS WORKED” if they did not work this pay period.

S2- Graduate Students (Currently Green Timesheets)

Submit timesheet with no hours recorded.

(will state they worked required hours by contract)

NO IN AND OUT REQUIRED

Enter a “1” on Monday on “NO HOURS WORKED” if they did not work this pay period.

Students will have until Midnight of Friday of last day of pay period to submit timesheets.

Approvers will have until Tuesday at noon of following week to approve student timesheets.

Approvers for Student Timesheets can be any full time Faculty or Staff Employee responsible for verifying the accuracy of hours worked by student employees.

