

2020-21 RCC STUDENT EMPLOYMENT COVID-19 COLLEGE CLOSURE TIMESHEET PROCEDURES

Please use the following procedures during the college closure until further notice.

1. At the end of each month supervisors will be required to turn in timesheets by the due dates listed on the Student Payroll Calendar which can be found under Payroll Information and Forms on the Student Employment webpage <https://www.rcc.edu/become-a-student/how-to-pay-for-school/student-employment.html>.

If you feel you won't be able to meet the deadline, please contact Student Employment as soon as possible. Late timesheets may be held to the following pay cycle.

2. Pay weeks run from Sunday to Saturday when calculating weekly hours.
3. Timesheets must be submitted fully completed in order to be processed. Incomplete timesheets will be returned for correction. Please remember to indicate which college when filling out the department information. SIGNATURES are not required. When the supervisor/manager sends the e-mail with the timesheets attached I will need the word "Approved" in the body of the e-mail.
4. Sick leave hours need to be reported on the timesheet with the word "sick" next to them and an approved Student Absence Affidavit (found under Payroll Information and Forms on the Student Employment Webpage) must accompany the timesheet. Each day must be listed on the affidavit with the number of hours taken in parentheses next to the day. The sick pay hours do not deduct from the employees' available FWS/CWS hours as the District Office covers the expense. I will add the budget codes for sick pay to the timesheet for you. For hours worked under department funding use the same budget code as the regular hours.
5. Take care to make sure you are not paying students over 20 hours in a pay week or over 8 hours in a day. Students working in more than one department cannot work over 20 hours in a week or over 8 hours in a day combining both department hours. Working over 20 hours per week must be approved in advance by completing an "Over 20 hours request form" and approval must come from the Director of Student Financial Services before working the hours over 20. Working over 20 hours is reserved for those working events, attending trainings or special projects and cannot be approved for longer than a two-week period. Overtime is strictly prohibited.
6. Make sure all breaks and lunches are accounted for. Student employees follow the RCCD's break and lunch period policy which can be found under the RCCD classified Staff Employee Handbook found at this link on page 12: https://www.rccd.edu/admin/hrer/Documents/handbooks/CLASSIFIED_PERSONNEL_HANDBOOK.pdf.

RCC STUDENT EMPLOYMENT CONTACT INFORMATION

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