

## RIVERSIDE CITY COLLEGE STUDENT EMPLOYEE TIMESHEET PROCEDURES

This procedure will assist all staff involved with the student employee timesheet process.

### ***Helpful Tips for the Supervisor:***

**NOTE:** Student employee timesheets require accuracy in all areas. It is necessary that the timesheet be completed in all the required areas prior to submitting to the Student Employment Office.

- A. THE PAY WEEK WHEN CALCULATING WEEKLY HOURS IS SUNDAY TO SATURDAY.**
- B.** It is best to document days and total hours worked daily on a separate document (time log) to be transferred to the timesheet.
- C.** Supervisors should keep the student's hire paperwork in a file; it will contain all the needed information for accurate completion of timesheets.
- D.** An accurate timesheet should be complete prior to obtaining the supervisor's signature. Most information is provided when timesheets are issued but in the event a blank timesheet is issued, please check the following fields for complete information:

*(Typing the information is preferred, fields with common mistakes are highlighted below)*

- **Name – Last, First name as printed on Social Security Card.**
  - Social Security Number – Last four digits only.
  - Department/Site – Department including college (ie., Tutorial-RCC, Student Services-RCC).
  - Job Title – You will find this on the copies of the processed hire paperwork..
  - Type of Employee – Please check the Student Employee box.
  - Pay Period – Enter the Month/Day when the payroll starts and ends (found on the payroll calendar in the pay period column) and the year of the pay period (2021, 2022, etc...).
  
  - **TYPE** in the hours worked (document daily hours worked and total pay period hours worked).  
**\*\* If hours fall on a holiday or other college/site closure day the supervisor must initial next to that day for verification and approval..**
  
  - **CLAIMING SICK LEAVE:** Sick leave should be recorded on the timesheet with the word "Sick" next to the hours claiming on the date of absence and attach a **Student Sick Leave Affidavit Form** found at this link <https://www.rcc.edu/become-a-student/how-to-pay-for-school/student-employment.html> under **"Payroll Information and Forms"** at the bottom of the webpage. If the student worked part of their shift then record the total hours claiming on the date of absence and write the word "sick" and the number of sick hours claiming next to that day.
- E.** When all areas mentioned above have been completed, fill in the budget code(s) which is provided on the employer's copy of the hire paperwork by the Student Employment Office (SEO). Submit to the manager via email for approval. The manager will forward to Heather.yates@rcc.edu with the word approved in the text of the email.
  - F.** Timesheets need to be turned into the SEO by closing on the due date (see student employee payroll calendar for due dates). **If it will be late, Student Employment needs to be notified.**

**Warning: SEO must submit timesheets to payroll at least one week prior to payday. Any delays in this process will result in a delay of payment.**

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