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 issued a spreadsheet to report their student employee hours worked for that month along with an assigned deadline. If you don't receive a spreadsheet by the 3rd of the month or 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. You will need the following information handy for the spreadsheet:

    a. Employee ID number (not student ID) which can be found on the processed hire paperwork provided to you by Student Employment
    b. The employee name according to their social security card. You can refer to the processed hire paperwork provided to you. Middle names are not necessary but if they have two last names you will need to provide them. If you have problems accessing the hire paperwork, please contact Student Employment.
    c. Pay rate
    d. Budget code

3. Pay weeks run from <u>Sunday to Saturday</u> when calculating weekly hours.

4. If a student is not on the issued spreadsheet, add them and they will be on the next month's sheet. If a student did not work during the month you do not need to report zero hours. Just delete them off the sheet, but you may have to add them onto the next month's sheet if they work.

5. Each budget code should have its own dedicated pay line. The only exception is if paying hours breaking it out by percentage such as with Federal Work Study. Both On- campus federal work study budget codes can be on the same line as long as you insert the percentage in the proper column.

6. Regular pay and sick pay need to be reported separately on their own dedicated pay lines and insert the type in the proper column (Reg or Sick). Sick pay for hours under federal work study and Calworks Work Study should be reported in the department and description column with the department name and "FWS/CWS Sick". Leave the budget codes blank as there are special budget codes for FWS sick pay. Student Employment will fill in the budget codes for you. The sick pay hours do not deduct

from the employees' available FWS/CWS hours as the District Office covers the expense. For hours worked under department funding use the same budget code as the regular hours.

7. Take care to make sure you are not paying students over 20 hours in a pay week or over 8 hours in a day. 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.

8. 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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