

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 student employee complete the required areas prior to obtaining their supervisor's signature.

- A. It is best to document days and total hours worked daily on either the timesheet or a separate document (time log) to be transferred to the timesheet.
- B. Supervisors should keep the student's hire paperwork in a file; it will contain all the needed information for accurate completion of timesheets.
- C. 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)

Students should fill in the appropriate fields, such as : (No White out or mistakes allowed)

- **Timesheets should be completed in ink only, NO PENCIL.**
 - **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 Position Request form.
 - 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 (2014, 2015, 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.**
 - **Employee signature and date of signature is required. Signature must be dated on or after the last shift of the pay period.**
 - **Sick pay should be recorded as the word "Sick" next to the hours claiming on the date of absence and attach a sick day absence affidavit form. If the student worked part of their shift then record the total hours on the date and write "sick" and the number of sick hours claiming next to the total hours.**
- D. When all areas mentioned above have been completed, fill in the budget code(s) (if applicable) then sign and date the timesheet(s). Signing a timesheet confirms that you have verified all information is accurate and that the correct budget code(s) has been added to the timesheet. The budget code(s) is provided on the employer's copy of the hire paperwork/budget control slip by the Student Employment Office (SEO).
 - E. Timesheets need to be turned into the SEO before closing on the due date (see student employee payroll calendar for due dates). If it will be late, Student Employment needs to be notified.
 - a. Supervisors may **fax** timesheets for Riverside City to (951)328-3695.

or

Supervisors may place the **original timesheets** in the Student Employment mailbox located in the mail room or in the timesheet box located at the Student Employment Office.
 - b. If faxing or scanning timesheets, supervisors **must immediately mail the original timesheet** to the Riverside City Student Employment Office, or if on-campus use the school interoffice mail system for further processing of the timesheet(s) or place in the Student Employment timesheet box located on the wall near the Veterans Office.

Warning: Payroll must receive the original timesheet with original signatures on timesheets sent via scan or the fax machine at least one week prior to payday. Any delays in this process will result in a delay of payment. Please mail original timesheet immediately to your respective college:

*Riverside City College Student Employment
Charles A. Kane Student Services Bldg
4800 Magnolia Avenue Riverside, CA 92506
PH: (951)222-8291 FAX: (951)328-3695*