

GENERAL GUIDELINES

Student Employee Time and Attendance Record (Timesheets)

The Fair Labor Standards Act sets record keeping requirements which mandate that we have policies concerning record keeping which involve time and attendance (timesheets) records. There are **no exceptions** to these laws or university policy. Employee records are audited by several auditing agencies to include Internal Auditor, Legislative Auditors, Louisiana Department of Civil Service Accountability Section, and the Department of Labor. We must maintain 100% compliance in this area.

Most student employees are **non exempt** part time employees of the university and must adhere to all policies relating to time and attendance reporting as a condition of employment. It is imperative that all student employees and supervisors adhere to the policies regarding time and attendance reporting and submission. **Louisiana Revised Statute RS 23:633 mandates** that employees who are non-exempt be paid **timely** and on a **bi-weekly** basis.

Graduate Teaching Assistants are considered **exempt** employees and this information does not apply to their employment.

1. The **Payroll Schedule** clearly defines payroll dates. Use the Payroll Schedule as a guide for all timesheet due dates, paycheck dates, and employment period dates. The **Payroll Schedule** can be downloaded from the Student Employment website.
2. **All** student employee timesheets must be picked up in the Student Employment Office in the **BLUE** folder and must be returned to the Student Employment Office in the **BLUE folder** every other Friday according to the Payroll Schedule.
3. **Allotted Hours: Students are not to exceed the number of weekly hours allotted printed on the timesheet.**
4. The supervisor **must** complete the bi-weekly timesheet from the **Bi-Weekly Log of Hours Worked** record. This form can be downloaded from the Student Employment website.
5. Student timesheets must be completed in **ink**.
6. **Mistake:** If you make a mistake, draw a line through it, correct it, and initial the correction. **Do not use Liquid Paper.**
7. The supervisor **must** ensure that all student timesheets are signed by both the supervisor and student employee by the end of the bi-weekly pay period.
8. The student employee should never have possession of the time and attendance record.
9. **No Hours:** Student employee timesheets without hours to report are still required to be returned.
10. Student timesheets must be delivered to the Office of Student Employment in a **timely manner** by a **full-time** employee.
11. Each supervisor **must** designate an alternative employee to complete and sign timesheets in their absence.
12. It is the responsibility of the supervisor or their designee to submit properly completed timesheets to the Student Employment Office.
13. **Student employees are not permitted to deliver timesheets.**
14. **Payroll correction:** If a correction needs to be made to a previous payroll, copy the timesheet from the payroll in need of correction. Make the correction in **BLUE INK**. Signatures of both supervisor and student are required in blue ink above or below previous signatures. Submit with current timesheet.
15. **Request another timesheet:** If you need a past, current, or future timesheet for any reason, contact the Student Employment Office. Do not copy timesheets.
16. The Log of Hours Worked Record should be housed and **must** be maintained in the supervisor's office for three (3) years for audit purposes.
17. All communications concerning Student Employment services will be delivered via campus list serve and email. Policy and form updates will be posted to the Student Employment website.