

WHAT'S NEW WITH TIME SHEETS??

As of January 2016, the Federal Work-Study Off-Campus Site Timesheet Process has been improved!

Students are responsible for printing, providing and maintaining their own timesheet.

WHAT'S NEW for STUDENTS at Off-campus work sites? Students will have only ONE timesheet for hours worked AND travel time. Students are responsible to deliver their own original timesheet in a sealed & signed envelope to the Payroll Office, Netzer Building Room 214, as soon as their supervisor has it ready.

Supervisors are responsible for reviewing, signing the timesheet, and signing the sealed envelope that contains the timesheet.

WHAT'S NEW for SUPERVISORS? Supervisors will see that a standard travel time allowance is now included on the timesheet as **Travel TO** and **Travel FROM**. Students employed at off campus work sites are paid a set amount of time per shift for travel to and from your work site. (Most work sites are 1 hour, 1.5 hours OR 0.5)

Find the Travel Time Allowance for YOUR work site here:

https://webservices.oneonta.edu/produ/SUCO_FWS_PLCMT.FWS_PLCMT_ALL

- **Example:** A student at a work site with 0.5 of travel time allowance per shift and who works from 10:00 am – 1:00 pm will complete the timesheet for that day to include 15 minutes time traveled to the site and 15 minutes time traveled from the site, such as this: Travel TO 9:45; IN 10:00; OUT 1:00; Travel FROM 1:15 for a total amount worked and traveled of 3.5 hours.

Once timesheets are signed by the supervisor the timesheet is placed in an envelope and sealed. The supervisor must sign across the reverse side of the sealed envelope. Supervisors hand the sealed and signed envelope to the student. The student is responsible to deliver their timesheet to the SUNY Oneonta Payroll Office 214 Netzer Bldg. Timesheets must be submitted, for each pay period, by deadlines established on the payroll schedule unless there will be no hours to report for that pay period.

Can supervisors FAX timesheets? **NO.** Faxing timesheets is no longer necessary; only original timesheets are accepted.

- **TIP:** We suggest student & supervisor '**sign, seal & sign**' on the last day the student will work in that time period. This way, the student can **deliver** the signed, sealed envelope to Payroll earlier than deadline. Completed timesheets can always be turned in early!

Think of it as *SIGN, SEAL, SIGN and DELIVER!*

SIGN the Timesheet, **SEAL** the envelope, **SIGN** the envelope and **DELIVER** to Payroll (by student).

Students are expected to complete their timesheet daily. Supervisors should review the timesheet daily for accuracy. The supervisor's signature certifies the student worked the times indicated and had the standard travel time allowance for each shift at this work site. Then, **sign, seal, sign and deliver** the timesheet on the last day worked for that sheet.

The timesheet processing deadlines are important. Any deviation from the deadlines will result in a delay of payment. It is imperative to deliver the timesheet in the sealed and signed envelope to the Payroll Office as soon as possible to ensure timely paychecks are processed.

Thank you!

State University College at Oneonta Federal Work-Study <u>Off-campus Site</u> Timesheet	
Payroll Period Covered ____ / ____ / ____ to ____ / ____ / ____	
Name of Employee _____	
Off-campus Work Site _____	

ALL 'IN' and "OUT" entries must be made by the student. Time worked must be in even units of hours and quarter hours. Each off-campus site has a standard travel time allowance that is paid to students. (Ex.: A student who works from 3 – 6pm with a travel allowance of 1 hour should add 30 minutes of Travel TO (2:30 – 3) and 30 minutes of Travel FROM (6 – 6:30) the work site. The DAILY TOTAL would be 4 hours in this example.) In each "DAILY TOTAL" block, indicate the total hours worked and traveled that day.

If you work "OVER 5 HOURS", you must sign out showing a break of **at least 30 minutes** before signing back in to complete the shift.

MAXIMUM HOURS –

20 HOURS PER WEEK While School is in Session, but **must not exceed** Federal Work Study award for this semester.

40 HOURS PER WEEK During Vacation Periods, but **must not exceed** Federal Work Study award for this semester.

DATE	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
Travel TO							
IN							
OUT							
IN							
OUT							
Travel FROM							
DAILY TOTAL							

DATE	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
Travel TO							
IN							
OUT							
IN							
OUT							
Travel FROM							
DAILY TOTAL							

This timesheet is a true statement of the hours worked by the student plus the standard travel time allowance for each shift at this work site.

The work assigned has been performed in a satisfactory manner.

Total hours worked _____

ALL INCOMPLETE/INCORRECT TIMESHEETS WILL BE RETURNED. THIS MAY CAUSE DELAY IN PAYMENT.

Employee SSN: _____ Employee Signature: _____ Date: _____	Off-campus Worksite Supervisor Signature: _____ Date: _____
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